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| **Administration Assistant****Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general. |
| **Employee Name: TBA** | **Date PD Issued: 31/03/2021** |
| **Position: Administration Assistant** |
| **Employer: South West Oncology** | **Supervisor: Andrea Loft** |
| **Employer Address: South west Regional Cancer Centre, Level 1 Ryot St Warrnambool** |
| **Westvic Staffing Solutions Field Officer: Ben Powell** |
| **Duties of Position:**Administration Assistants will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. They may be responsible for greeting people and attending to enquiries made by phone or in person, and assisting professionals, Managers and Executives by performing clerical, secretarial duties. |
| **Tasks Involved:****Administration Assistants may perform any or all of the following tasks:*** General administration tasks including (answering phones, data entry, photo copying ~~data entry~~ and filing)
* Supporting program managers & consultants
* Delivering a high standard customer service
* Reception duties
* Ordering medical and office supplies
* Invoicing of public & private patients
* Following up outstanding accounts
* Scheduling patient appointments
* Maintaining and updating medical records in the computer system
* Maintaining IT equipment
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| **Key Selection Criteria:****•** Be well presented & ability to multi-task• Have experience working in a customer service and medical related field• Possess a positive and professional attitude in dealing with of broad range of clients• Have a practical knowledge of Microsoft Office suite• Have good verbal and written skills |
| **Workplace Health and Safety:*** Follow South West Oncology’s Workplace Health and Safety policies, procedures and workplace instructions.
* Co-operate with South West Oncology with respect to any action taken by South West Oncology to comply with any requirements to provide a workplace that is safe and without risks to health.
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents with-in the workplace to South West Oncology without delay.
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| **Additional Information*** **Hours Per Week:** 15 Hours
* **Days per Week:** Monday, Tuesday and Thursday
* **Award / Agreement:** Clerks –Private Sector Award 2020
* **Superannuation:** 9.5%
* **Commencement Hourly Rate:** $31.36
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