

## **Office and Administrative Support Officer**

### **Good Environmental Choice Services Pty Ltd**

Good Environmental Choice Services Pty Ltd is seeking an Office Administrator to ensure the smooth running of the organisation's head office and to maximise the administrative effectiveness of the team.

#### **Duty Statement:**

- provide PA services to the companies management.
- facilitate day-to-day co-ordination and operation of the office
- establish and maintain a reliable and efficient administrative setting
- provide reception services, secretarial, administrative, and clerical support services
- Office 2008 proficiency including Word, Excel, Access and Outlook.
- ability to produce reports and correspondence with a high degree of accuracy
- maintain and purchase stationery and office supplies
- maintain the physical filing system
- develop and administer corporate management systems
- maintain the certified manufacturers register and organise membership services
- dispatch and administer all physical mail
- provide secretarial services to the Board and membership committees
- maintain the company document register
- supervise the integrity of the organisations IT systems
- compile the e-lists and undertake market outreach as required.
- print and issue preliminary reports, verification reports and licences for the organisations clients.

This position is integral to the efficient management of a small but busy office. The accepted applicant will meet the following key competency requirements:

## **Core Selection Criteria:**

1. Demonstrated excellent organisational and coordination ability; multi-tasking ability, as related to the administrative systems of the company
2. Demonstrated excellent communications skills via telephone, oral, written, e-mail, and correspondence, and proficiency with each of these mediums
3. Strong time management skills and an ability to prioritise competing tasks to meet deadlines
4. Ability to build and maintain effective working relationships at all organisational and stakeholder levels and to deal effectively with confidential and sensitive issues
5. Capacity to contribute to the management of accounts, filing system and IT systems as required.
6. Capacity to administer and meet the needs of a national client growth strategy

## **Performance Review:**

- Quarterly Performance Review by appointed officer of the Board.
- Performance review affects bonus or disciplinary action.

## **Bonus:**

- A Bonus of 20% on top of basic wages is offered for this position and paid quarterly after the performance review and calculated on the following basis.

A score of 0-100% is given after the performance review.

If the score is less than 60% no bonus is awarded.

If the score is between 60-70% then a 3% bonus is awarded.

If the score is between 70-80% then an 8% bonus is awarded.

If the score is between 80-90% then a 13.5% bonus is awarded.

If the score is between 90-100% then a 20% bonus is awarded.

## **Progressive Levels of Disciplinary Action for Non Performance Against These Duties:**

1. 1<sup>st</sup> warning and advice as to non-conformance. (verbal)
2. 2<sup>nd</sup> warning and advice and clear advice as to non-conformance (verbal)
3. 3<sup>rd</sup> warning and advice as to non-conformance ( written)
4. 4<sup>th</sup> warning and advice and temporary disciplinary action as to non-conformance. (written)
5. 5<sup>th</sup> warning and periodic dismissal for a period of no less than 48hr from the office environment or downgrade to a less responsible position. (written)
6. 6<sup>th</sup> warning permanent demotion or dismissal. (written)

**Signed:**

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**Officer**

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**GECS Authorised Officer**

**Date:**

These duties may be amended from time to time in written form with the consent of an authorised officer of GECS.