DIOCESE OF LISMORE
CATHOLIC SCHOOLS OFFICE

POSITION DESCRIPTION

General Description

Position Title: Administrative Assistant
Team: Learning Services
Accountable to: Assistant Director – Learning Services
Accountable for: Nil

Overall Purpose of the Position

To provide administrative support to Learning Services.

Key Tasks and Responsibilities

- Assist key staff Officers with administrative and organisational support, word processing, document formatting, telephone and material distribution;
- Assist with the coordination of conferences, workshops and meetings;
- Organise travel and accommodation requirements;
- Prepare correspondence, spreadsheets and reports;
- Perform other duties from time to time as allocated by the Assistant Director;
- Ensure that Workplace Health and Safety is practiced in the workplace.

Qualifications and Skills Required

- Qualifications in Business Administration at Certificate IV or above; or the equivalent with relevant business administration experience.
- Demonstrated excellent interpersonal and customer service skills.
- Highly developed written and verbal communication skills.
- High level of attention to detail and accuracy.
- Willingness to learn new skills and applications
- Demonstrated excellence in time management skills
- Demonstrated working knowledge of and highly developed skills in a range of Microsoft and Google applications.
- Demonstrated ability to work as an effective team member.
- Experience with Event and People Management
- Experience with helpdesk systems and software application support would be seen as an advantage
- Data analysis and reporting skills with Business Intelligence Tools would be seen as an advantage
- Working knowledge of WH&S and equity in employment and a demonstrated capacity to apply related principles and policies.
- A respect for the teachings of the Catholic Church.
Internal and External Contacts

Internal Contacts: • Education Services Team
External Contacts: • Primary and Secondary school staff; Parents.

Conditions of Service

Employment Type: Full-time / Temporary
Hours of Work: 35 hours per week
Tenure: 12 month contract
Location: Catholic Schools Office, Lismore
Industrial Instrument:
Remuneration: CSO Support Services Staff Salary

Acknowledgement of Position Description by job incumbent:

Name: ________________________________

Signature: _____________________________ Date: ____/____/____

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of Catholic education in the Diocese of Lismore.