



## POSITION DESCRIPTION

**TITLE:** ADMINISTRATION TRAINEE

**EMPLOYMENT CONDITIONS:** 12 month Traineeship position

**LOCATION** Tanunda (or other locations as required)

**HOURS OF WORK:** Full-time: 38 hrs/week  
8:30 am to 4:30 pm Monday to Friday

**RESPONSIBLE TO:** Business Solutions and Growth Strategy Executive

**INCUMBENT:** .....

**DATE APPOINTED:** .....

## ROLE STATEMENT

The Trainee Administrative Support role is designed for a recent school leaver, with the incumbent required to provide administrative support for Regional Development Australia Barossa Inc in a professional and efficient manner.

Supporting a team of professionals, the Trainee will be required to demonstrate initiative and work as an enthusiastic team member in accordance with established office routines and procedures.

## PERSON SPECIFICATION

- Ability to work co-operatively and effectively in a team environment
- Quick and willing learner
- Professional telephone manner
- Respect for confidentiality and privacy of participant information and files
- Proficient computer skills (Microsoft suite)
- Sound understanding of on-line publishing
- Ability to work under minimal supervision and adhere to routine tasks until completed to required standard
- Good literacy and communication skills
- Friendly, honest and reliable
- Patient with a sense of humour
- Ability to think and use initiative
- Reliability and punctuality
- Creativity
- Good attitude
- Courteous and cheerful

## ROLES AND RESPONSIBILITIES

- Provide staff with administrative support including taking accurate and properly detailed messages and attending to routine correspondence
- Update and keep active content for specified RDA Barossa websites
- Database management
- Maintain and update contact lists for designated regional organisations
- Provide administrative support, duties and projects as requested and directed
- Provide admin support to ArtMusicDesign
- Preparation of Events flyers
- Assist senior staff with the smooth running of events and functions
- As the first point of contact, undertake Reception duties, including answering telephone enquiries in an efficient, friendly, courteous and professional manner
- Meeting rooms booking & catering set up and tidy up
- Collect and distribute daily mail
- Collecting newspapers on a daily basis
- News items identification and collation
- Ensure Stationery has sufficient stock, ordering and updating as necessary
- Ensure the front office and reception and staff lunchroom is clean and tidy
- Perform your duties to a high professional and ethical standard
- Maintain a well-groomed and business like appearance
- Cheerfully and reliably undertake administrative tasks as requested
- Think about task you are doing and ask questions as necessary
- Accept responsibility for designated duties and undertake them well and without prompting
- Add value through suggestions and creativity about your work and the work of RDA Barossa
- Maintain confidence and confidentiality as required
- Note; some tasks are routine – like stocking stationary cupboard, occasionally tidying up boardroom after meetings etc – these should be done cheerfully and well.

## SELECTION CRITERIA

Applications must address the following Selection Criteria

### Essential

- Understanding social media networks and platforms with the ability to update, activate and maintain websites
- Proven self-management and organizational skills
- High level of interpersonal and communication skills
- High level of Computer literacy, preferably MS office suite
- Ability to effectively contribute to a team environment
- Ability to maintain confidentiality
- Basic telephone, numeracy and keyboarding skills

### Desirable

- Class "C" Drivers Licence
- Digital Publishing knowledge

Signed: ..... Date: .....

Approved: ..... Date: .....