

# BIZLINK JOB DESCRIPTION

**Position:** Administration Assistant

**Manager:**

**Key Responsibility:** Assisting staff with administration support and undertaking reception and general administration.

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## 1. RECEPTION

- 1.1 Receives and accommodates site visitors.
- 1.2 Manages incoming and outgoing calls and provides prompt and effective messaging service for staff.

## 2. ADMINISTRATION

- 2.1 Liaises with their Manager regarding planning and priority of activities to ensure alignment with team needs and the strategic objectives of BIZLINK.
- 2.2 Takes minutes of meetings as required.
- 2.3 Ensures all typing and data entry is completed as required, with consideration of priority.
- 2.4 Photocopies and collates documents as required and maintains stock of standard forms.
- 2.5 Collects, posts and distributes mail and sorts and distributes electronic information as required.
- 2.6 Maintains client and employer database.
- 2.7 Monitors stock requirements and prepares purchase orders for authorisation.
- 2.8 Performs duties under the direction of other Managers as required.
- 2.9 Upkeeps the general office appearance, particularly reception, kitchen and storage areas ensuring they are tidy and orderly.

## 3. GENERAL

- 3.1 Performs all duties in a manner commensurate with BIZLINK values and the National Standards for Disability Services; represents BIZLINK and people with disability in a positive and professional manner.
- 3.2 Undertakes all activities as detailed in the Policies and Quality Procedures, including: maintenance of records that evidence activities; any reporting requirements; updating databases.
- 3.3 Builds a positive team spirit, works collaboratively across departments and sites and balances the needs of the team with individual responsibilities.
- 3.4 Attends meetings or functions as required.
- 3.5 Participates in research, staff training and consultancies as required.
- 3.6 Takes appropriate action following any reported complaint or direction from management.
- 3.7 Performs any other job-related duties as directed by management.

Employee Name (Printed)	Signature	Date
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NOTE: when acknowledged in Employment Hero (EH) you do not complete the signature panel. EH provides electronic approval.