

SCHEDULE 1: POSITION DESCRIPTION

Date: 2 July 2008

Position: Administrative/HR Assistant

Incumbent: TBC

Reports to: Office Manager

PRIMARY PURPOSE OF POSITION

- To provide administrative support to Application Services Division
- To provide support to Admin division with HR related matters
- To provide relief for reception

DUTIES

- Support the Divisional Manager- Application Services including assisting with the receipt of and response to correspondence
- Support senior project staff – Application Services Division
- Coordinate all car hire, travel and accommodation bookings – Application Services Division
- Maintain adequate office supplies, arrange the purchase and delivery of stationery and non-IT equipment for Application Services Division
- Support the Office Manager/Accountant and Administrative Officer with HR related matters
- Provide relief for the receptionist including greeting visitors, answering phones and processing mail and courier deliveries
- Keep the reception and meeting rooms in readiness for use
- Other project or administrative work as required

KEY SELECTION CRITERIA

- Excellent interpersonal/communication skills
- A high standard of personal presentation
- The ability to manage a broad range of duties with competing timelines with minimal supervision
- Competency in the use of Microsoft word and Excel, e-mail and related tools
- The motivation and willingness to take on new challenges and learn new systems

DESIRABLE EXPERIENCE/SKILLS

- Experience in providing support to HR department
- Familiarity with working in one of the following roles:
 - HR admin support
 - Reception
 - Personal Assistant

LOCATION

The position will be based at Spatial Vision's offices in Queen Street, Melbourne.