

## POSITION DESCRIPTION

**Position Title:** Administrative Assistant  
**Reports To:** Business and Operations Manager  
**Roles Reporting To This One:** None

## INFORMATION FOR APPLICANTS

All applicants should:

- Address all aspects of the Selection Criteria in their application for the position
- Provide a Curriculum Vitae
- Provide the name and contact details of two professional referees
- View the website prior to making an application [www.bundanon.com.au](http://www.bundanon.com.au)

Applications should be marked 'Confidential' and addressed to:

Deborah Ely  
Chief Executive Officer  
Bundanon Trust  
PO Box 3343  
NORTH NOWRA, NSW 2541

The full time Administrative Assistant role is based at the Trust's Riversdale property and incorporates alternate Sundays at Bundanon Homestead to assist with Open Days. (Time in lieu is available during the week to compensate for Sunday work.)

A salary of \$37,029 plus superannuation and leave loading will be offered for a 37.5 hour week to the preferred candidate. Applicants may contact the Business and Operations Manager on 02 4422 2120 to discuss the position.

## OVERALL RESPONSIBILITIES:

- Undertake reception duties and maintain an efficient office environment
- Answer enquiries and process bookings for commercial venue hire
- Co-ordinate meetings and staff communications
- Maintain the financial and administrative records management system

## SELECTION CRITERIA

### Essential:

- Demonstrated experience in computing and skills in Microsoft Office (Word, Excel, Powerpoint, Outlook and Access) and Filemaker Pro software packages
- Excellent interpersonal skills
- Ability to work as part of a small team

**Desirable:**

- Some experience in event management and/or the hospitality industry
- Appreciation and knowledge of the creative arts industry

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Ensure smooth running of all the administrative functions of the office
- Manage all incoming phone calls, the phone system, faults and repairs
- Maintain the records management system
- Respond to customer enquires and needs
- Assist in the maintenance of databases
- Provide secretarial support, diary management and meeting co-ordination for the CEO
- Provide support for meetings and functions
- Collect and post mail daily
- Undertake purchases required for office and administrative functions
- Assist and complete Board, CEO and staff travel arrangements
- Maintain and update the publicity file on a daily basis
- As part of Bundanon team assist in promoting the objectives of the Company
- Other duties as required