

POSITION DESCRIPTION



POSITION TITLE	Regional Administration Officer
REPORTING TO	Regional Manager, NT
DEPARTMENT	Service Delivery
CLASSIFICATION	SCHADS Level 3

THE ROLE

To coordinate and deliver the administrative functions of the Darwin Region including organisational processes, financial administration and operation of the facilities.

KEY RESPONSIBILITIES

Duties

- Maintain effective and efficient office management systems and processes including records, policy and procedures, databases and meeting minutes
- Maintain petty cash and financial records such as accounts payable and receivable transactions, journal entries and assist with budget monitoring
- Coordinate the process of payroll data entry with the support of the Regional Manager
- Be the first point of contact for general enquiries
- Coordinate the provision and recording of ICT and act as the ICT site champion
- Maintain and coordinate office stock and supplies, office building maintenance and vehicle fleet
- Perform the duties of First Aid and Fire Warden if required
- Provide on call support to the Medical Accommodation Program during periods of leave
- Other tasks as assigned

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Diploma level qualifications in administration or community services (highly desirable)
- Demonstrated experience in a similar office administration and/or compliance role
- Comprehensive knowledge of community services office administration
- Demonstrated ability to analyse and synthesize complex documents and data
- Ability to build strong relationships at all levels based on trust and collaboration
- Concise and tailored verbal and written communication and strong interpersonal skills
- Adapts well to and can lead, drive, and advocate change in an organisation
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries
- Valid state-based working with children or working with vulnerable people check
- Experience working within a Not-for-Profit environment (highly desirable)

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