

**JOB TITLE** Administrative Assistant

**DATE** January 2021

**REPORTS TO** Office Manager

**STATUS:** Casual – up to 3 days a week as required (number of days each week may vary according to need)

## JOB DESCRIPTION

### catalyst training & disability services

catalyst training & disability services specializes in supporting adults with diverse needs. We believe that everyone can learn, work, and contribute positively to their community. catalyst is a Registered Training Organisation (RTO no. 41525) and a registered NDIS provider (No. 4050025216). We design and offer services to assist people with an intellectual disability to:

- Find a job
- Build skills and confidence to live as independently as possible
- Build relationships and connections, increase participation in the community

### Purpose of role

*The Administrative Assistant provides administrative and technical assistance and support to catalyst training & disability services Management Team.*

### Responsibilities

The Administrative Assistant has the following responsibilities:

- Maintain the catalyst student enrolment process, including prefilling enrolment forms, obtaining Unique Student Identifiers (USIs); ensuring correct evidence of disability has been collected; creating training plans; Centrelink letters; class lists; and emergency contact lists
- Ensure the VETtrak Student Management System is compliant, up to date and consistent with catalyst student enrolments and ongoing courses
- Create and maintain spreadsheets with student and staff details
- Prepare course timetables (GANTT charts)
- Print and prepare all resources for new and existing courses
- Create and maintain personnel files for new and existing employees
- Assist in the preparation of internal and external meetings including set up, catering, PowerPoint presentations, minutes
- Attend staff meetings as required, including quarterly professional development meetings held in the evening.
- Assist in the preparation for graduations, including invitations and catering
- Maintain Work Health Safety Calendar and documentation
- Maintain all social media (including Facebook, LinkedIn)

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- Maintain and update all technological platforms (Dropbox, Google Drive, Zoom accounts)
- In conjunction with the CEO, prepare quarterly and catalyst Trainer's Network (CTN) newsletters (Mail Chimp)
- Maintain the catalyst Website (WordPress) and subscriptions
- Design and prepare flyers promoting new or existing courses and events
- Format proposals and tenders
- Support the Events Manager in the coordination of Food Van events
- Adhere to catalyst Health and Safety procedures, taking responsibility for your own health and safety.
- Provide support and general office assistance to the Office manager in administrative duties
- Provide technical assistance to all members of staff as requested and approved by the Office Manager

**Other Duties** Other duties as required by the Office Manager.

**Key Relationships** The position is accountable to the Office Manager.

## PERSON SPECIFICATION – KEY SELECTION CRITERIA

- Qualifications**
- *Cert IV in administration or equivalent and/or significant relevant experience*
- Experience**
- *Experience in administration*
  - *Experience working with people with a disability*
  - *Broad knowledge of Microsoft applications (Word, PowerPoint, Excel, Publisher)*
  - *Experience in Facebook, Instagram, WordPress, Mail Chimp, Linked In highly desirable*
  - *Experience in VETtrak or similar student management system highly desirable*
  - *Experience in an RTO or NDIS environment highly desirable*
- Skills & competencies**
- **Technological Proficiency:** *thorough understanding of technology to be able to provide support and complete tasks promptly and efficiently*
  - **Customer service focused:** *committed to providing exceptional customer service across all channels – written, phone and face to face.*
  - **Communication:** *the ability to communicate clearly and concisely, varying communication style depending upon the audience.*
  - **Attention to detail:** *excellent attention to detail and accuracy*
  - **Teamwork:** *willingness to assist and support others as required and add value to a team.*
  - **Problem solving:** *demonstrated experience in achieving positive outcomes using problem solving skills.*
  - **Time management/organisation:** *ability to prioritize a busy work-load, accomplishing objectives/tasks efficiently and effectively within designated time frames to a high standard.*

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**Personal attributes**

- People with disabilities, their families and potential catalyst training & disability services participants at the centre of everything you do.
- Time management skills and flexibility to take on any role
- Professional approach and presentation.
- Ability to work under pressure getting the job done within the designated and agreed timelines.
- Excellent attention to detail and accuracy.

**Other**

- Australian National Police Check
- A mandatory safety screening is required for this position including an NDIS safety screening check as this is a risk assessed role within the NDIS.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by the Office Manager and as necessitated by the development of this role and the development of the business.

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