

POSITION DESCRIPTION

Position Title	Administration Officer
Team	Office
Reports To	General Manager
Direct Reports	N/A
Award	Clerks – Private Award [MA000002]
Award Classification	Level 3
Location	Head Office - Marrickville

THE BOWER

The Bower is a purpose driven environmental charity that seeks to protect and enhance the natural environment and in doing so improve the welfare and wellbeing of disadvantaged families and members of society. We focus on preventing waste generation and diverting waste from landfill. The Bower raises awareness of the value of waste avoidance and reduction through resource recovery, repair, reuse, recycling and education.

In following our purpose, the Bower generates employment opportunities through skills training across communities and works with many community organisations providing household goods to vulnerable and disadvantaged families and individuals to improve their lives and wellbeing.

OUR VALUES

- Integrity – we act with integrity
- Initiative – we encourage initiative
- Transparency – we embrace transparency
- Ethical – we perform ethically
- Equity – we act equitably

MAIN DUTIES AND RESPONSIBILITIES

The Administration Officer will be responsible for business systems, office procedures and be in charge of essential technology. Duties will cover reception, financial and office administration ensuring filing systems and records are secure, current and maintained.

The Administration Officer will:

- Manage enquiries, responding appropriately, providing information and undertaking referrals as appropriate
- Manage organisational databases
- Liaison with Program Manager to assist with bookings and enquiries
- Liaison with Collections and Rehoming officer
- Liaison with Media and Communications Manager
- Liaison with external organisations - (e.g. Colleges, contractors, accountant)
- Event organisation and support for workshops and repair café's (on-line and face to face)

The Administration Officer will undertake multiple financial administrative duties inclusive of end of month reporting, cash handling and banking, time sheets, consignment stock take, grants administration, invoicing and quoting.

SKILLS AND EXPERIENCE

Qualification – Minimum certificate IV in Business Administration or similar.

Experience – Minimum 2 years experience in a similar role or other relevant experience

Skills

- Intermediate or advanced Microsoft Office Skills
- Computer literacy and experience with various forms of software
- Excellent communication skills both written and spoken
- Amenable phone manner and solid negotiating skills
- Sound financial accounting skills
- Sound organisational skills and an ability to meet tight deadlines
- Sound problem solving skills
- Ability to work independently

PERFORMANCE GOALS

- Finance administration completed accurately and on time
- Events supported and delivered on time with high satisfaction ratings received
- Record keeping and clerical systems are employed to ensure and maintain compliance with regulatory bodies
- Demonstrated high level of team work