



**PERMANENT PART TIME ADMINISTRATIVE OFFICER
30 to 35 HOURS PER WEEK**

DUTY STATEMENT

1. Undertake general administrative duties for the Centre and provide support for Director and the Industrial Liaison team as required.
2. Be responsible for incoming and outgoing mail, and email correspondence
3. Manage petty cash, stationary orders and other staff amenities.
4. Oversee and maintain all office assets and equipment and liaise with service providers as appropriate. Maintain assets register.
5. Answer phones, and be first point of contact for new clients seeking information and support from NTWWC.
6. Organise travel arrangements for Centre staff where necessary.
7. Maintain the Centre's membership list and newsletter email list.
8. Coordinate and publish the Centre's newsletter.
9. Support Director to create and schedule engaging social media for Facebook and website.
10. Attend staff meetings and other meetings as requested.
11. Contribute to organisational culture, and demonstrate respect, teamwork and collaboration.
12. Perform any other duties as directed by Manager.

Salary is based on NTWWC Enterprise Agreement level 4.