



Position Description - Nowa Nowa Administrative Officer

Key Responsibilities and Duties

Assist in supporting and coordinating the Local Development Strategy for Nowa Nowa by:

- Providing general administrative support to the Project Manager for the Local Development Strategy Nowa Nowa
- Attend meetings where required. These may be outside of normal office hours. Time in lieu will be granted.
- Undertake note and minute taking at major meetings or seminars and produce summary documents as directed.
- Research, update and monitor relevant information and statistics for the region
- Maintain the budget spreadsheet for the Local Development Strategy Nowa Nowa
- Support and implement communications processes that keep all participants and interested parties informed and involved through a range of appropriate methods including maintaining websites, preparation of marketing materials.
- Maintain a database of contact details and CRM of participants of the program.
- Generate correspondence including notices, mailouts, invitations, information leaflets, newsletters, letter templates, agendas and minutes.
- Support and assist in scheduling and organising community workshops and events
- Monitor and respond as needed to emails and task lists
- Attend to enquiries in a timely manner.
- Responsible for corresponding with DEECA communication department where needed
- Responsible for adhering to relevant Occupational Health and Safety legislation.
- Be aware of and pass on information regarding possible events, workshops or other opportunities appropriate for the area.

Skills and Knowledge Requirements

This position is able to plan and prioritise tasks to ensure that timelines and objectives are met, as determined, in conjunction with the Project Manager.

This position is accountable for providing direct support and assistance to the Project Manager for the Local Development Strategy utilising Smart Specialisation methodology.

The incumbent is expected to exercise due diligence and care in all aspects of the role and maintain confidentiality.

Well-development administrative and organisational skills and an ability to deal with a variety of tasks concurrently with minimal supervision.

Excellent office administrative skills and experience

Strong competency in using Microsoft Office and Google Suite

Excellent keyboarding and note-taking skills and the ability to produce work within time limits accurately and professionally.

Excellent written and oral communication skills.

Ability to prepare external correspondence and reports

Ability to contribute to and work as part of a collaborative team.

Demonstrated ability to manage one's own time and set priorities to ensure objectives of the position are achieved within applicable timeframes.

Strong customer service and relationship management skills

Ability to adapt to changes in day-to-day work requirements.

Qualifications and Experience

Relevant business or management qualification, and or relevant experience in small business or organizational administration

Excellent note-taking and keyboarding skills.

Key Selection Criteria

Relevant business or management qualification, and or minimum two years experience in small business or organizational administration.

Excellent administrative skills and experience including well developed written communication skills.

Excellent understanding of software packages, including Microsoft Office and Google Suite and ability to adapt to new software packages.

Ability to prioritise and work with limited supervision.

Demonstrated excellent customer service and communication skills.

Demonstrated ability to contribute to and work within a collaborative environment.

Ability to transport self and necessary materials to the workplaces, and proof of ability to work in Australia.