

# ADMINISTRATION ASSISTANT

## SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit [www.saltbushnt.org.au](http://www.saltbushnt.org.au)

<b>Job Title</b>	<b>Administration Assistant</b>
<b>Saltbush Division</b>	Employment Services
<b>Location</b>	Darwin
<b>Employment Type</b>	Permanent, Full time
<b>Reports to</b>	VTEC Program Manager
<b>Hours of Work</b>	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
<b>Travel</b>	Some regional and remote travel may be required as part of this role.
<b>Compliance Requirements</b>	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence

## PRIMARY PURPOSE OF POSITION

As Administration Assistant you will be responsible for providing administrative support to the Employment Services team at the direction of the Employment Services Manager.

You will be responsible for phone reception and as the first point of contact for visitors at the office, you will be professional in your conduct and presentation and ensure organisational policies are complied with at all times.

This role will require you to be flexible and with highly developed time and self-management skills.

## KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as an Administrative Assistant, you will:

- Responsible for all tasks associated with reception duties at the Saltbush office.
- Maintain calendar logs for all meetings and training held at the site.
- Assist with general administrative tasks as required.
- Administrative support to the Employment Services team as required.
- Oversee office stationery ordering and asset maintenance as directed.
- Answering phone calls and enquiries, redirecting calls, meet and greet visitors.
- Errands as required.
- Input and manage initial appointments, interviews and other program duties as directed.
- Assist with the planning, marketing and follow-up for Job Club, Recruitment Sessions and other employment services activities.
- Assist with the maintenance of participant registers, files and paperwork.

## ESSENTIAL SELECTION CRITERIA

- Previous experience working in a culturally diverse business environment, demonstrating empathy with the delivery of services.
- Demonstrated high level verbal and written communication skills.
- Good interpersonal skills with a flexible, responsive and customer service approach.
- Highly developed computer skills including proficiency in Microsoft Word, Excel, use email, intranets and source information via internet.
- Demonstrated ability to prioritise and meet timelines.
- Good level of organisational skills and self-motivation with the ability to take initiative when working alone and ability to interact and work in a team.
- Ability to maintain confidentiality and understanding of risk management process.





## HIGHLY DESIRABLE CRITERIA

- Previous experience in a similar role.

# THE SALTBUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 <p>Personal Attributes</p>	Achievement Focus	Skilled
	Thoroughness	Skilled
	Manages Self	Skilled
	Teamwork and Leadership	Skilled
 <p>Relationships</p>	Building Relationships	Skilled
	Collaboration	Skilled
	Communicating for Results	Skilled
	Leading the Organisation	Foundational
 <p>Results</p>	Analytical Thinking	Intermediate
	Organisational Alignment	Intermediate
	Initiative	Skilled
	Problem Solving	Intermediate
 <p>Resources</p>	Business Process Knowledge	Foundational
	Strategic Thinking	Foundational
	Finance	Foundational
	Project Management	Foundational
	Procurement and Contracts	Foundational
	Human Resources	Foundational



**FOUNDATIONAL**



**INTERMEDIATE**



**SKILLED**



**ADVANCED**



**EXPERT**