



Administration Assistant

Temporary casual April to December 2024

Position: Administration Assistant for three days a week to start 15th April, with possibility for future progression. Additional hours will become available for backfill and coverage of staff leave.

Desirable: Certificate, Diploma or Degree in business and/or 2 years'+ experience in a business administration role.

Skills/experience:

- Ongoing and inclusive communications with all areas of the organisation is critical to the smooth-running of the organisation. The Administration Assistants are critical to this success, and as such, your communications skills will be paramount
- Confident and positive customer service skills – front office functions/reception desk/phones
- General office administration skills, including filing, photocopying, data entry, stationary ordering, stock awareness and resupply, banking, mail, reports, archiving, forms
- Accounts experience is not essential. However, a genuine willingness to understand the financial and business functions of NDLG will be highly valued.
- Attention to detail and accuracy
- Critical thinker and problem solver
- Intermediate Microsoft Office Suite, including Excel Spreadsheet, Outlook, Word, Access and willingness and aptitude to learn role-specific software, including Reckon Accounts and Square
- Team player with ability to lead when required
- Willingness to upskill and undertake training as required
- Reliability and flexibility.

Position outputs include:

- Answer phones and oversee front desk/reception
- Daily data entry, filing, record keeping, archiving, reconciliation and reporting, including volunteer registration, personnel files, job files, WHS forms, mail, supplier invoices, sales
- Support to nursery, HinterHub, executive team, field crews, trainees and volunteers, including replenish field-team spill and hygiene kits and collection and entry, reporting of daily jobs site operations plans
- Weekly cash banking
- Daily check of kitchen and stationery needs – IGA, HinterHub, bank and post office run using own vehicle (a few times a week).

Hours/days: Preferred Tuesday, Wednesday, Thursday
7.30am to 4pm – including an unpaid half-hour lunch break
Times/days may be considered for negotiation



Pay/conditions: Casual employment under the Clerks Private Sector Award 2020

(For Award details see <https://awardviewer.fwo.gov.au/award/show/MA000002>)

(For casual conditions see <https://www.fairwork.gov.au/employment-conditions/national-employment-standards/casual-employment-information-statement>).

Starting rate Level 1, year 2

There is a 3 months' probation period, after which this role might be considered for more hours/days, increase in pay scale, permanent part-time and other extensions based on organisational need and employee performance. Under the Award, Level 1 employees will move up the pay scale after each year of service through Level 1 Year 2 through to Year 3.

If employees are required to use their personal vehicle for work-related travel (such as to the Pomona post office and IGA, HinterHub and to Cooroy for weekly cash banking), when a NDLG vehicle is not available, they will be paid a travel allowance to compensate, as per the Award.

Workplace: Noosa and District Landcare Group Inc (NDLG), Rural Futures Centre, 65 Pavilion Street, Pomona Qld 4568

Reports to: Administration and Finance Manager - Kim Maddison

Team: Administration Officer (Memberships and Payroll) Jaymie Soares
Administration Officer (Accounts Payable) Sophie Chegwyn

You will also provide support to and communicate with all other staff, including executive team, field crews, nursery and HinterHub staff as well as Cert 1 & 3 trainees and our tireless team of amazing volunteers.