

# Position Description

**Role Title:** Administration Assistant

**Allocation:** Casual (15 hours a week)

**Date Prepared:** 9 February 2022

## **POSITION DESCRIPTION: Administration Assistant**

### **A. POSITION OVERVIEW**

The role of the Administration Assistant is to provide administration support to the office as directed.

### **B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS**

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith.
2. Respect, promote and work within the organisational authority structure of Christian Education National
3. A demonstrated commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
4. Relevant qualifications and/or experience that are appropriate for this position.
5. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
6. High level communication and interpersonal skills in dealing with all members of the CEN community.
7. A willingness to work in harmony and close collaboration with other members of the Christian Education National team.
8. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
9. A demonstrated commitment to professional self-development in the field of Christian Education.

*NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN website*

**C: MAIN FUNCTIONS & RESPONSIBILITIES**

<b>Duties</b>	<b>Position Expectations</b>
<i>Office Support</i>	Assist with office support tasks as directed, including: <ul style="list-style-type: none"> <li>• Assist with outgoing and incoming mail, and courier services</li> <li>• Prepare and post eStore resource orders</li> <li>• Posting of Job Vacancy ads on CEN website</li> <li>• Mailouts</li> <li>• Assist with database updates</li> <li>• Preparation for conferences and professional learning workshops</li> <li>• Assist answer incoming phonecalls</li> </ul>
<i>Other tasks as directed</i>	<ul style="list-style-type: none"> <li>• Other ad hoc tasks that may be requested from time to time.</li> </ul>

**D. ACCOUNTABILITY**

The Administration Assistant is directly accountable to the Executive Assistant and the CEO.

<b>Signed by Employee</b>	<b>Signed by Manager</b>
<b>Date:</b>	