

Qasco Surveys Role Description

Position: Administration Coordinator

Business Unit: Administration

Office: Melbourne

Last Updated: November 2008

Description

The Administration Coordinator shall provide administrative support and receptionist duties for the Melbourne Office. The position is responsible for maintaining existing administrative processes and systems and establishing new systems as required.

The position reports to the Victorian State Manager.

Responsibilities

The Administration Coordinator's responsibilities will include the following;

- Attend reception desk and direct enquiries to the appropriate Qasco contact
- General administrative duties including filing, banking, dispatching and petty cash reconciliation
- Compilation of tenders, standing offer agreements, survey reports and general correspondence
- Maintain relevant corporate information systems including the contacts database and asset register
- Invoicing and management of outstanding debtors
- Development and maintenance of administrative systems and processes within the Melbourne office including correspondence and tender registers, accounts and outstanding debtor follow-up.
- Provide administrative support to office staff as required
- Co-ordination of events including meetings, client and staff functions, attendance at trade shows, staff travel etc.
- Purchasing including stationary, office equipment and IT consumables
- Adherence to and refinement of Quality Assurance and OH&S procedures within area of responsibility

Requirements

A range of attributes are required for the position including;

- Professional phone manner and exceptional communication skills
- Extensive knowledge and experience in professional administration
- Strong time management and organisational skills
- The ability to meet deadlines
- A high standard of interpersonal and communication skills
- Highly motivated with a cheerful personality
- Good computer literacy including a sound knowledge of the Microsoft Office Suite of products
- Strong client focus

Additional Comments

This responsibility statement is a guide to the main responsibilities and scope of the job. The statement's contents are not exhaustive and may be subject to change in line with the operational requirements of Qasco.

All company processes, systems and policies are expected to be complied with, including OH&S, Approval levels and Quality Assurance/continual improvement.