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## **COMPREHENSIVE POSITION DESCRIPTION ADMINISTRATION OFFICER – VICTORIA (PART-TIME)**

### **Position Summary**

As part of the Minerals Council of Australia – Victoria Division, the role of Administration Officer (Part-time) is to provide administrative support to the Victorian offices of the MCA. The Administration Officer will report to the Administration Manager, Executive Director and Assistant Director, MTEC.

### **Primary Responsibilities:**

- Provide administrative support to the MCA's Victorian office by assisting the:
  - Administration Manager, Victoria in the smooth running of the Victorian offices;
  - Executive Director, Victoria as required;
  - Executive Director, MTEC as required;
  - Assistant Directors and other staff as required;
- Provide secretarial support, including preparation and filing of correspondence, co-ordination and preparation of meetings, including liaising with representatives of member companies and other organisations;
- Telephone and visitor reception;
- Update and maintain the contact database;
- Monitoring and maintenance of office equipment, i.e., fax, photocopier, printers etc;
- Purchasing of office supplies; and
- Reasonable duties as requested.

### **Education and Training (including MTEC):**

- Maintain accuracy of careers/education materials
- Manage the storage, stocktake and dispatch of careers and educational resource materials nationally and within Victoria;
- Provide project and administrative support to the MCA Vic Division Education and Careers portfolio.
- MTEC –
  - Maintain [www.mi-pathways.com](http://www.mi-pathways.com)
  - Manage incoming invoices
  - Expenses
  - Book travel arrangements and co-ordinate the logistics of MTEC workshops and other events/meetings as and when required.

### **Key Personal Requirements:**

- Well developed computer skills including use of email, internet and especially office programs (Microsoft Office and File Maker etc);
- Excellent communication and people skills and the ability to liaise effectively at all levels;
- Flexibility to prioritise under pressure with competing demands;
- Highly committed and energetic;
- Well-developed organisational skills;
- Well-developed writing skills; and
- Genuine interest in the MCA's objectives.

### **Location and Hours of Duty:**

The part-time Administration Officer shall be located in the Melbourne Office of the MCA and shall work 5 hours per day, 4 days per week (20 hours per week). The actual hours shall be agreed with the Administration Manager, Victoria.

### **Conditions:**

This is a fixed term contract position for 9 months, with the possibility of a 3 month extension, to cover maternity leave.

**June 2010**