

Barkuma Incorporated
Job Description

Position Title:	Clerical Assistant (routine duties)
Location:	Barkuma Inc, Currie Street
Responsible to:	Office Manager
Date Established:	January 2010
Agreement:	Barkuma Enterprise Agreement No 5 of 2009
Classification:	Grade A, Administrative and Clerical Stream

Overview

To undertake routine clerical work as delegated and to do so within established procedures.

The role of the Clerical Assistant is to provide clerical support to the Finance and Administration Team, and contribute to the efficient operation of both areas as stated below.

Duties:

Reception

1. To maintain a professional public image for the organisation.
2. To receive phone calls and visitors in a professional and friendly manner.
3. To maintain and keep reception and office area clean and presentable.

Clerical / Office work

4. To maintain efficient office systems.
5. To process administration requests, as directed by the Office Manager
6. To be responsible for morning duties.

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7. To collect, record and process incoming and outgoing mail.
8. To support the administration of motor vehicles by:
 - a. Monitoring and maintaining car servicing records, as required.
 - b. Monitoring and recording expiation notices, as required.
9. To undertake filing as required.
10. To undertake photo copying, collating and binding as required.
11. To assist with the organisation of functions and meetings
12. To diarise meeting room booking requests, as required.
13. To undertake such clerical duties as may be requested by the Office Manager.

Finance – Clerical Support

14. To provide routine clerical support in the areas of:
 - a. Data input
 - b. Banking
 - c. Filing
15. To undertake such clerical duties as may be requested by the Finance Manager

Other

16. To observe the policies and procedures as specified in Barkuma's Quality Assurance System.
17. To adhere to Barkuma's Occupational Health and Safety policies and procedures, and maintain safe work practices at all times in accordance with the Occupational Health, Safety and Welfare regulations.
18. To adhere to Barkuma's Quality Assurance System

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Qualifications / Experience:

Essential

1. Class 1 current South Australian Driver's Licence.
2. Satisfactory completion of Year 12
3. Satisfactory participation of Certificate III in Business Administration
4. Good communication skills and phone manner.
5. Computer and word processing skills / Microsoft Office applications
6. Good time management and organisational skills.
7. Understands confidentiality.

Desirable

1. Experience working with people who have an intellectual disability.
2. Proven understanding of the Disability Service Standards.

Personal Attributes:

- Professional attitude
- Energetic and friendly
- Reliable and self motivated
- Confident and flexible
- Good sense of humour
- Able to work within a team and independently