

POSITION DESCRIPTION

GPNNT Mission Statement: Leading the way in Primary Health Care to improve health as one team for all Territorians

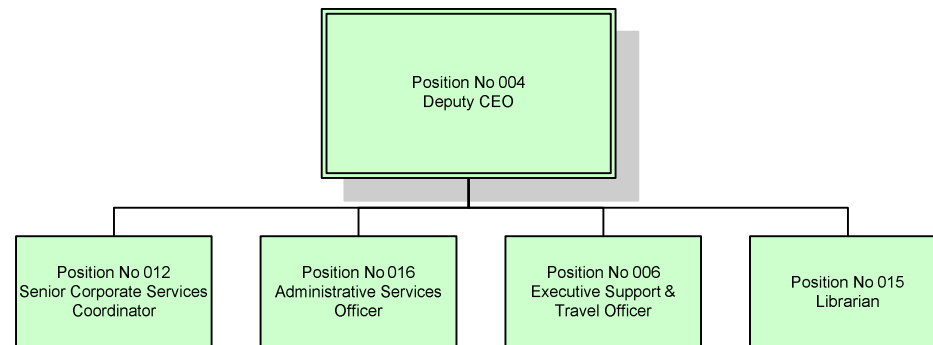
Title	Administrative Services Officer	Position No.	016
Salary	GPN3 L \$46,350 - \$49,172 Commensurate with qualifications & experience	Hours	Full time (38 hours per week)
Reports to	Deputy CEO	Location	Alice Springs
Program Area	Corporate Services	Direct reports	Nil
Special Conditions			
Other Requirements	<ul style="list-style-type: none"> The capacity to work outside normal business hours 		

CONTEXT

The Administrative Services Officer is responsible for the functions of purchasing, mail management, frontline services, inventory and amenities of GPNNT.

As a GPNNT employee the Administrative Services Officer must conduct themselves in such a way as to project a favourable image for the Organisation and the The Receptionist & Corporate Support Officer must not bring GPNNT into disrepute.

CORPORATE SERVICES



KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS	SELECTION CRITERIA: Skills, Knowledge and Experience
1. General reception duties, including maintenance of visitor sign-in book, logging inbound mail, managing switch and appropriate call handling, and handling internal mail as required under the guidance of the Corporate Services Coordinator.	<ul style="list-style-type: none"> • Reception area and meeting rooms maintained to a high standard at all times. • Positive and professional demeanour when dealing with internal and external stakeholders. • Less than 100 missed calls per month. 	<p>Essential</p> <ol style="list-style-type: none"> 1. Working knowledge and experience in Corporate Services functions such as purchasing and mail management. 2. Experience in using computers, including demonstrated experience with MS Office suite. 3. Proven ability to communicate effectively in a friendly, courteous and sensitive manner. 4. Demonstrated respect for confidentiality and the ability to recognise and deal appropriately with sensitive issues. 5. High level of interpersonal skills with the ability to communicate effectively (written and oral). 6. Organisational skills of high order, ability to complete tasks within required timeframes with excellent attention to detail. 7. Ability to work under pressure in a small team environment, work independently and unsupervised. 8. Self motivated with ability to exercise initiative. 9. Current NT Drivers license. <p>Desirable</p> <ol style="list-style-type: none"> 1. Understanding of cross-cultural issues.
2. Maintain appropriate kitchen supplies and inventory levels for staff amenities.	<ul style="list-style-type: none"> • Par levels reviewed quarterly to ensure adequate stock for staff numbers. • Par levels maintained monthly. 	
3. Perform duties in accordance with GPNNT Purchasing Policy, including raising approved purchase orders.	<ul style="list-style-type: none"> • Accurate and timely creation of purchase orders. • 100% compliance with the procedures applicable to GPNNT purchasing system. • Purchase requests to suppliers actioned in a timely manner. 	
4. Maintain mail registers.	<ul style="list-style-type: none"> • Accurate data entry of mail (daily). • Mail register regularly maintained and updated. 	
5. Manage meeting room bookings and meeting rooms.	<ul style="list-style-type: none"> • Meeting rooms maintained to high standard. • Nil occurrences of double bookings. 	
6. Fleet maintenance.	<ul style="list-style-type: none"> • All Alice Springs vehicles maintained to manufacturers requirements. • All Alice Springs vehicles detailed monthly. 	
7. Participate in GPNNT Workplace Health & Safety activities as a Workplace Health & Safety Officer.	<ul style="list-style-type: none"> • Attendance at 80% of WHS Committee Meetings. 	

Date reviewed: 1 September 2010

Date approved:

Incumbent Signature: _____

Manager's Signature: _____