



CREATE Foundation Role Profile

Position title	Administration Assistant
Location	Flexible Location
Reports to	Business Administration Manager
Salary Range	NSW SCHADS Level 3.1 + superannuation and salary sacrifice
Status / Terms	Fixed Term Contract for 3 months
Hours	15.2 hours per week (2 days per week)

Position Statement

Primary purpose of the role of Administration Assistant

To provide a high level of administrative support to the Business Administration Manager ensuring that systems are in place to allow smooth operations. This is a highly varied role which will be demanding at times and will require someone with strong time management, IT, and organisational skills.

Position Description

Key Areas of Responsibility:

- Assist and support the Business Administration Manager with general administrative duties.
- Assist the Business Administration Manager in maintaining relevant documentation.
- General office duties including filing and photocopying.
- Other duties as required.

Key Result Areas

- Accurate and timely communication and correspondence
- Effective written and oral communication
- Demonstrate a high level of integrity, confidentiality, and discretion.
- Work with a high level of autonomy and show initiative to solve problems and overcome barriers.
- Has a high level of attention to detail.

Reporting

This position reports to the Business Administration Manager and provides administrative support.

Financial Management

This role does not have delegated financial responsibility.

Key Relationships & Management

Internal

- Business Administration Manager

External

- Nil

Organisational citizenship and teamwork

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision, and Core Principles.
- Actively seek to understand, represent and support CREATE's vision and company position to all stakeholders, internally and externally.
- Actively contribute to an environment of personal and physical safety for all staff, visitors, and young people (incorporating company guidelines including WH&S, discrimination, and harassment etc)
- Ensure a high level of confidentiality and integrity, liaise with others in a professional, respectful, and constructive manner.
- Ensure children and young people's safety is paramount.
- Participate in national CREATE initiatives, projects, and events.

Selection Criteria

Key Criteria

Please limit your response to 2 pages in total

Note: Aptitude testing will be conducted at interview.

1. Demonstrated experience in general office and administration skills including process coordination, ordering stationery, mail collection and distribution.
2. Must have High level of IT skills, computer literacy skills and experience with Microsoft Office, in particular Word, PowerPoint, and Excel with excellent attention to detail.
3. Highly developed interpersonal and communication skills, and ability to communicate accurately and concisely. Ability to follow instructions and complete work to a high standard.
4. Ability to work autonomously and show initiative, coupled with an ability to work as a productive member of the team.

5. Highly organised and highly effective time management skills. Ability to prioritise a busy workload and meet stipulated timeframes. Ability to follow instructions and complete work to a high standard. Ability to work autonomously and be proactive, show initiative, coupled with an ability to work as a productive member of a small team.
6. Demonstrated ability to work in a cross-cultural context, and ability to work respectfully with Aboriginal and Torres Strait Islander peoples. Ability to work within the National Child Safe Standards.
7. Successful Security Check per state requirements (for example Working with children card / Ochre card) and must comply with Government and/or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID-19.
8. All applicants must be eligible to work in Australia. A copy of Proof of Citizenship or Permanent Residency status will be required.