

INFORMATION FOR APPLICANTS

ADMINISTRATIVE ASSISTANT

1. APPLICATION FOR EMPLOYMENT

All applicants must complete the attached Application for Employment Form (EMP42). Forms are also available on the NOSS website at www.nossinc.org.au or the NOSS Office. The Application must be accompanied by a Resume and a written statement addressing the selection criteria listed below. Applications without addressed selection criteria will not be considered.

All applications must be submitted by 5.00 pm on the closing date nominated in the advertisement to The General Manager, NOSS, 49 York Street, Launceston.

2. POSITION DESCRIPTION

AWARD: Social, Community, Home Care and Disability Services Industry Award, 2010

GENERAL:

Northern Occupational Support Service inc is a not for profit organisation funded by both State and federal governments. The Service offers support and skills development to people with a disability through its Community Access Program and an Australian Disability Enterprise (Bluegum Grounds Maintenance).

The Administrative Assistant is responsible for administrative assistance to the Management team in the provision of a quality service. The Administrative Assistant will adhere to all NOSS Policies and procedures including the Mission Statement, NOSS Goals and NOSS Employment Manual and understand and comply with the National Disability Service Standards.

DUTIES:

1. General reception and office duties including processing incoming calls, filing, managing stationery supplies, arranging functions, scheduling meetings, taking minutes etc;
2. Creation of newsletters, flyers, Power Point presentations;
3. Collecting and analysing information such as feedback, client statistics, accounts etc;
4. Managing workers compensation claims;
5. Payment of accounts, balancing receipts and petty cash, and banking;
6. Payroll processing, maintaining and updating Employee records;
7. Maintaining and updating Client files including completing census information;
8. Updating website and a range of databases;

9. Other administrative duties as required.
10. Complete reports promptly as required including daily reports and incident reports.
11. Attend meetings as required, including Performance Appraisals and staff meetings.
12. Participate in staff development and training as required.
13. Act as a positive role model in terms of dress, language and behaviour.
14. Ensure work practices comply with NOSS work health and safety policies and procedures.
15. At all times work according to NOSS policies and procedures and NOSS Employment Manual.

3. SELECTION CRITERIA

The following criteria will be considering applicants for this position:

1. Ability to provide a high standard of administrative services including the use of office equipment, keyboarding skills with an emphasis on accuracy and attention to detail.
2. Demonstrated ability to produce professional written communication.
3. Demonstrated analytical and research skills.
4. Demonstrated ability to use a range of Microsoft Office programs including Excel, Access, Word, Publisher and Outlook.
5. Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and manage conflicting work priorities.
6. Ability to use initiative and work independently or with limited supervision.
7. Demonstrated high level communication skills with a wide range of stakeholders, in particular those with a disability.
8. Demonstrated ability to work as part of a team.

4. NOSS GOALS

The goals of Northern Occupational Support Service Inc are:

1. To enable people with a disability to engage in their chosen social, leisure, learning and employment activities.
2. To enhance the self image of people with a disability and promote their acceptance as valued and productive members of their community.
3. To provide opportunities for people with a disability to integrate into their community.
4. Whenever appropriate to use existing generic services and resources in the community to meet the individual needs of people with a disability.
5. To provide opportunities for people with a disability to increase their social networks and develop new friendships.
6. To develop employment opportunities for people with a disability.
7. To empower people with a disability to make informed choices.
8. To assist people with a disability to maintain and develop social, recreational and vocational skills.

APPLICATION FOR EMPLOYMENT

POSITION
Closing Date:

NAME	DATE

Contact details

Address

Contact Phone number	Mobile
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Email

Formal Qualifications

Qualification	Training Provider	Year Completed

Relevant Experience	Please briefly list any experience relevant to the position and attach a current Resume
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Availability

When are you available to start work?

What days are you available?

References	include at least two referees including one relating to your last relevant employment
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Name	Position
Phone	Mobile
Name	Position
Phone	Mobile
Name	Position
Phone	Mobile

Selection Criteria

Please attach a written statement addressing the relevant selection criteria (a short paragraph for each criteria). Applications without addressed selection criteria will not be considered.

Other

Please provide details of any health problems or medical conditions that may affect your ability to perform the tasks associated with this position.

Police Check

NOSS has an obligation to ensure that all persons engaged by the organisation who are involved in any way with consumers are fit and proper persons and have no convictions recorded or actions taken against them, in Australia or overseas, involving abuse, assault or neglect. Should this application be successful, you will be required to provide a National Police Check.

Declaration

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment.

I hereby authorise NOSS to perform all checks of my employment credentials in order to assess my suitability for the above position. This may involve discussions with any or all of my nominated referees, my previous employers, or any other persons which NOSS believes may have information relevant to my employment. I understand that my current employer will only be contacted if NOSS is proposing to offer me a position.

Signed:

Date:

Information for Applicants

Further Application Forms and Information for Applicants are available from the NOSS website - www.nossinc.org.au or from the NOSS Office.

Applications must be submitted by the closing date to
The General Manager, NOSS
49 York Street, LAUNCESTON TAS 7250

Please ensure that you have signed your Application and attached the following:

Addressed Selection Criteria

Resume

OFFICE USE ONLY**Application unsuccessful**

Letter of advice sent

Offer of Employment

Orientation scheduled for

Classification

Pay Point

Letter of Employment dated