

## **Position Description**

<b>Position Title</b>	Office Administrator - Trainee
<b>Department / Branch</b>	People and Development
<b>Supervisory responsibilities</b>	Nil
<b>Classification</b>	Banking, Finance & Insurance Award 2020 National Training Wage - Miscellaneous Award 2020
<b>Effective date</b>	March 2025

### **Objective of the Role**

This role is responsible for supporting the efficient operations of the Credit Union SA Corporate Office and Branch. This includes a variety of administrative and clerical duties necessary to run the organisation seamlessly including the coordination of office activities, facilities and day to day operational needs.

Enrolment in a Certificate 3 in Business – Business Administration, will provide skills to support personal and professional development, and is a condition of the traineeship.

### **General Responsibilities of Role**

The responsibilities of this role include but are not limited to:

- Acting as the primary point of contact for internal and external clients, providing high-level customer service, including reception duties.
- Assist in the preparation of regularly scheduled reports and ensure the timely processing of invoices and receipts.
- Responsible for administration of all
  - WHS maintain cycles maintenance for the following:
    - Fire extinguishers; First Aid kits; Electrical Test and Tag
  - Lighting maintenance
  - Paper recycling and waste bin management
  - Office equipment including chair maintenance
  - Ordering of stationary, toiletries and kitchen supplies
  - Plants watering and replacements
  - Gym lockers - allocation
  - Kitchen maintenance, oversight of kitchen and bathroom facilities to ensure they are maintained at an appropriate state
  - Primary contact for Building Manager

## **Position Description**



### **Other Job-Related Information**

This role requires the ability to work both autonomously and collaboratively and as well as develop and maintain positive relationships with all internal and external stakeholders.

### **Key Selection Criteria**

#### **Essential:**

- Confident Personal Presentation reflecting the values of Credit Union SA, both internally and externally.
- Demonstrated organisational, time management and multitasking abilities.
- Strong communication and interpersonal skills.
- Proficiency in MS Office (MS Excel and MS Outlook, in particular).
- Attention to detail and problem-solving skills.

#### **Desirable:**

- Experience in a Customer Facing role