



# New Horizons Club Inc.

## OFFICE ASSISTANT JOB DESCRIPTION

**JOB TITLE: Office Assistant**

**APPLICATIONS CLOSE: Wednesday, December 20th**

**REPORTS TO: Manager**

**HOURS: 25-30hours per week**  
*Job share would be considered.*

**Based at: New Horizons Club Office – 292 – 294 Invermay Rd, Mowbray, Tasmania.**

---

### **JOB SUMMARY**

Duties of the Administrative Assistant include providing support to our manager, board and employees, assisting in daily office needs and managing our organisation's general administrative activities.

Being the first port of call, it is important for the successful applicant to be friendly, welcoming and trustworthy.

Administrative Assistant responsibilities include making meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

### **REPORTING RELATIONSHIPS**

The Office Assistant directly reports to the Manager.

The Office Assistant will assist in the supervising of volunteer staff and workplace students.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- Answer and transfer calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Mail (collected and posted daily)
- Banking (completed weekly at a minimum)
- Liaise with and provide financial documents to bookkeeper.
- Data entry
- Memberships including assisting with SIA (Sports Inclusion Australia) applications.
- Record keeping and statistics
- Reporting requirements for NHC

- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- oversee activities room and kitchen and office space, and assist in tidying as and when needed
- Provide general support to visitors
- Act as the point of contact for internal and external members / patrons
- Liaise with Manager and co-ordinators to handle requests and queries from Board, funding departments or partners.
- General Office Duties such as; photocopying, word processing.
- Take, promote and record bookings and hire of equipment & facilities.
- Compiling monthly sports calendar for newsletter and articles.
- Organise and schedule appointments.
- Prepare monthly Board documents as per procedure.
- Administration support to Manager & Marketing & Fundraising Co-Ordinator including admin for major events.
- Book activity venues & liaise with venues to advise any changes (as per procedure)
- Wheelchairs bookings - preparing for hire and return, organising repairs/ maintenance.

#### **OTHER FUNCTIONS AND RESPONSIBILITIES**

- Perform other duties as assigned.
- Assist organizing events and activities when requested.
- Assist with New Horizons programs when requested.
- Opening and closing of the Club.
- Plan meetings and take detailed minutes when requested.
- Drive NHC vehicles when required.

#### **QUALIFICATIONS**

Previous experience in an office environment working as an office assistant, office manager or personal assistant for at least 2 years.

#### **REQUIRED SKILLS**

- Excellent time management skills and the ability to prioritize work
- Money handling, receipting and banking skills
- Working knowledge of office equipment, like printers and fax machines
- Knowledge of office management systems and procedures
- Attention to detail and problem solving skills
- Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint, in particular)
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Able to work as part of a team
- Confident, reliable, outgoing and friendly

### **DESIRABLE BUT NOT ESSENTIAL**

- Experience working with people with a disability.
- Sport and recreation knowledge and experience.
- Previous experience and working knowledge of Xero
- Accounting knowledge
- Grant reporting skills

### **REQUIRED LICENSES/CERTIFICATIONS**

- Drivers License
- Working with Vulnerable People Check
- First Aid certificate preferred or willing to complete in the near future.

### **ROSTERED WORK HOURS**

- The position requires a minimum of 5 hours per week day.
- Office hours 10am-3pm – some flexibility

### **REMUNERATION**

Wages will be according to the Social, Community, Home and Disability Services Award