

## Position Description

<b>JOB TITLE</b>	Administration Assistant
<b>Type of Employment</b>	Contract 6 months – 0.53FTE (20 hours a week), minimum 4 days
<b>Classification</b>	Social and Community Services Employee Level 2.4 plus 9.5% super
<b>Reports To</b>	MW CEO
<b>Direct Reports</b>	n/a
<b>Location</b>	Mummy's Wish 8/10 Depot Street, Banyo QLD

<b>Primary Purpose of Position</b>	To provide general administration assistance to management, fundraising, marketing and support services.
<b>Key Working Relationships</b>	Mummy's Wish is a small, collaborative team. The Administration Assistant will develop working relationships with all staff.

<b>Duties &amp; Key Accountabilities</b>	<p>This position is responsible for:</p> <ul style="list-style-type: none"> <li>• Provide administrative support to management, fundraising and events, marketing and the support team</li> <li>• General administration including answering phones and directing enquiries, inbox management, preparing correspondence and documents, updating systems, maintaining a database and calendars</li> <li>• Data entry and assistance with reporting</li> <li>• Generate and collate reports and documents for management</li> <li>• Coordinate internal and external meetings, including compiling and distribution of agenda and other supporting documentation</li> <li>• Assist with organising events including venue hire, room set up, catering and attendees</li> <li>• Banking and receipting of all donations</li> <li>• Assist with sourcing and arranging practical services for our clients</li> <li>• Fulfilment and posting of client support packages and merchandise (with the help of volunteers)</li> <li>• Assist with fundraising events, campaigns and appeals</li> <li>• Other administration and ad hoc projects as required</li> </ul>
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**SELECTION CRITERIA**



- Certificate in Business Administration or demonstrated relevant experience and highly developed administrative skills
- Strong verbal and written communication skills
- Flexibility and the ability to efficiently and effectively manage multiple priorities
- A collaborative and positive working style and an ability to work within multiple teams
- Excellent time management skills, including capacity to prioritise workload
- Possess a friendly, approachable, empathetic and helpful manner
- Have a high attention to detail, problem solving skills and initiative
- Good computer skills, particularly using MS Office programs, Google apps and CRM databases
- Capacity to learn and apply skills in Mummy's Wish specific CRM and programs, such as eTapestry, Asana, Wordpress and WooCommerce
- A willingness to assist in ad hoc projects, as required from time to time
- A current QLD driver's licence or equivalent
- Willingness to undergo a police check
- Demonstrated experience and ability to work independently, in a highly organised manner with accountability for individual actions and workload

Approved:

CEO ..... /

Incumbent ..... /