

Administrative Assistant

Townsville Office

210 Ross River Road, Aitkenvale, QLD, 4814

Tel: (07) 4725 8853



Carers Queensland provides a range of support services to caring families and aims to improve the quality of life for all caring families throughout Queensland.

The person who is successful in this position needs to share the values and philosophies of Carers Queensland and fulfil all legal and statutory requirements associated with this role.

Administrative Assistant	
Reports to	Team Leader, Townsville
Direct reports	Nil
Indirect reports	Nil
Hours of employment	25 hours per week contracted to 30 June 2019
Salary Award Level	Level CSW2.1 of the Transitional Pay Equity Order (TPEO) dated 1 December 2012 (\$26.08 per hour, \$51,699.29 per annum pro rata)

1. Purpose of the Position

To support the staff of Carers Queensland Ltd and be the first point of contact at our office in Townsville.

2. Main Activities

- Answering of the main phone and re-direction of calls
- Arranging teleconferences as requested
- General administrative duties including filing, word processing, database entry, photocopying and other tasks as directed by the Team Leader
- Collection and distribution of incoming and outgoing mail
- Ordering of stationery, toner replacements, business cards and name badges as requested
- Arranging office catering when required
- Minute taking for team meetings
- Administrative support for regional Carer Support Groups
- Banking as required
- NILS administration and preparation
- Production of the quarterly newsletter
- Administration of regional Facebook page and social media
- Development of promotional material using Publisher and Mail Chimp
- Basic kitchen duties including monitoring and ordering supplies of tea, coffee, sugar, toilet rolls, hand towels and liquid soap
- Other duties as directed by the Team Leader

3. Performance targets

Performance targets will be determined by the Team Leader in consideration of the following:

- Requirements of the funding body
- Consistency with Carers Queensland Strategic Plan and the Operational Plan

4. Grading level

CSW2.1 (\$26.08) of the 'Transitional Pay Equity Order' (TPEO) dated 1/12/2012