



YOUTH FUTURES WA INC.
MANAGEMENT AND ADMINISTRATION
Administration Officer

Job Description

Accountability	Office Manager
Status	Full Time
Salary range	Social, Community Home Care and Disability Services Industry Award Level 4/5
Last reviewed	November 2011
Scope	The document provides the broad parameters of the position and should be read in conjunction with the relevant policies and procedures and activity plan.

DUTIES

1. Provides a first point of contact/reception service and directs telephone calls or takes messages as appropriate.
2. Maintains reception area and office space in a tidy and professional manner.
3. Coordinates office maintenance requests and contractors.
4. Assists to maintain operational levels of stationery and office consumables within an allocated annual budget for all sites.
5. Maintains and updates internal displays of Agency information.
6. Assists maintain stocks of standard forms across all areas within the Agency.
7. Collects, distributes and posts mail in accordance with Agency policy and procedures
8. Appointment setting with clients for Youth Work or Emergency Relief assistance.
9. Arranges venues, agendas and catering for team meetings and celebrations in consultation with Management Team.
10. Coordinates internal room bookings including set up and clean up.
11. Inputs data to Agency client database and extracts statistics as required.
12. Updates Agency website and social media as required.
13. Prepares banking and takes deposits to bank as required.

14. Maintains accurate petty cash records.
15. Assistance with creation and maintenance of personnel records.
16. Maintains First Aid supplies in accordance with Agency requirements.
17. Occasionally pick up and/or deliver items or staff to outreach locations.
18. Assists with maintenance of the Agency's asset registers under supervision of Office Manager.
19. Checks daily newspapers for information pertaining to tenders or funding opportunities for presentation to Policy & Development Manager.
20. Assists with the maintenance and upkeep of software and information technology equipment.
21. Provides support to other staff on IT related queries.
22. Maintains Agency motor vehicle records, coordinates weekly motor vehicle inspections and reporting.
23. Liaises with Management regarding recruitment, rostering and retention of volunteers.
24. Assists with general office filing and archiving.
25. Assists with the preparation and circulation of agency correspondence on behalf of CEO or Management team.
26. Assists staff, volunteers and clients with completion of forms, job opportunity research, and activity preparations.
27. Undertakes financial data entry as required.
28. Provides backup for payroll processing as required.

GENERAL

1. Adheres to the Agency Code of Conduct.
2. Actively participates in a positive manner as a member of the Youth Futures WA team.
3. Complies with all Agency policies and procedures applicable to the position. Assists with the creation and development of Agency administrative policies and procedures
4. Contributes to the improvement of processes within the Management and Administration areas.
5. Works in a safe manner and contributes to the ongoing improvement of the Agency OHS policy and procedures.
6. Any other duties pertaining to the administrative functioning of the Agency deemed necessary by CEO or Management Team.

This JDF will be subject to regular review or at the request of the worker. It will not be varied without discussion with the worker and management