

## **JOB DESCRIPTION**

### **RECEPTION/ ADMINISTRATIVE ASSISTANT**

JOBSHARE

Hours of work:	Alternating weeks 9am – 2pm Mon- Thurs 1pm - 5pm Mon –Thurs
Responsible to:	Manager
Employer:	Chester Hill Neighbourhood Centre Inc
Salary & Conditions:	In accordance with the Social, Community, Homecare and Disability Services Industry Award 2010 Level 2

#### Duty Statement

The Receptionist/Administrative Assistant is responsible for reception duties, both telephone and face to face, and ensuring the office runs smoothly with adequate supplies and completing all administrative tasks such as petty cash and bus logs in an accurate and timely manner. The position is based at Chester Hill Neighbourhood Centre, 89 Waldron Rd. Chester Hill.

The Receptionist/Administrative Assistants responsibilities are:

Telephone answering, message taking, referral to appropriate Programs and co ordinating staff appointments with clients.

Receipting money, petty cash requisitions, banking, bus logs.

Purchasing kitchen and clerical supplies

Correspondence- collect & record mail in and record, stamp & post outgoing mail, print emails.

Typing general correspondence, creating fliers and forms.

Monitor bus & room bookings

Photocopying, faxing, shredding, laminating, filing, archiving

Assist with fundraising- garage sales and stock control & sales of craft items.

To work as a team member of Chester Hill Neighbourhood Centre

Work within legislative guidelines eg WH & S, EEO, Anti Discrimination Act.

Other duties as required by the Centre Manager and Management Committee

# POSITION VACANT

## RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

### Alternating weekly roster

20hpw            9am-2pm Mon- Thurs

16hpw            1pm-5pm Mon- Thurs

Chester Hill Neighbourhood Centre- 89 Waldron Rd Chester Hill

Must be available to work alternating shift times

### Essential Criteria:

- Excellent communication skills.
- Current Working with Children Check
- Knowledge of conflict management strategies
- Cultural awareness
- Advanced Computer skills
- Ability to maintain accurate relevant records
- Team worker
- Commitment to EEO
- Understanding of WH & S
- Police Check (this will be paid for by CHNC)
- Current First Aid Certificate
- Covid Vaccinated

### Desirable:

- LR License

Chester Hill Neighbourhood Centre is an EEO employer. Written applications addressing each of the above criteria and current resume to Centre Manager. Chester Hill Neighbourhood Centre. [manager@chnc.org.au](mailto:manager@chnc.org.au)