



Administration Assistant

12 month contract with possibility of extension (3-month probation)

Part-time 22.5 hours per week

Starting Salary \$42,935 pro rata plus 9% Superannuation

Location – City West Lotteries House, 2 Delhi Street, West Perth WA.

The Injury Control Council of WA (ICCWA) is the peak not-for-profit organisation involved in injury prevention and community safety promotion in Western Australia. ICCWA is an Equal Employment Opportunity organisation.

We are looking for a highly motivated, multi-skilled and enthusiastic administration assistant to join our dynamic injury prevention team. The Administration Assistant provides administrative support to ICCWA under direction of the Chief Executive Officer. In general, this role involves answering the telephone, assisting with database management and record keeping. This position is also a job-share position hence communication with the Administration Assistant is imperative.

DUTIES AND KEY RESPONSIBILITIES

1. Undertakes administrative duties within the ICCWA office including, but not limited to, record keeping, stationery orders, mail opening and distribution.
2. Maintenance of security information and ensures that new staff are provided with relevant equipment such as an office key and fob.
3. Maintain the ICCWA database on a regular basis.
4. Undertake tasks related to membership including a yearly membership drive and renewal notices at the end of the financial year.
5. Provide assistance to the Executive Assistant where required.
6. Obtain quotes as required.
7. Provides administrative support to project staff under the direction of the CEO.
8. Undertakes reception duties and greets visitors for ICCWA.
9. Provides secretarial support to the CEO.
10. Other duties as required.

ESSENTIAL CRITERIA

1. Effective verbal and written communication skills.
2. Excellent time management and organisational skills with the ability to consistently meet multiple deadlines.
3. Ability to work both independently and be a successful team player.
4. Demonstrated initiative.
5. Flexible attitude to work.
6. Understanding of the need to respect privacy and confidentiality of all involved.
7. Demonstrated competence in the Microsoft Office Professional suite of programs.

You will be required to use your own vehicle (expenses will be reimbursed).

Applicant Instructions

Applicants **must** submit a statement addressing all selection criteria using previous experience as examples of how you can meet the criteria (you are encouraged to use the STAR model or similar). Applicants should also attach a **brief** resume detailing work history and list the names and contact details of two relevant referees.

APPLICATIONS WHICH DO NOT MEET THESE CRITERIA WILL NOT BE CONSIDERED.

Please send your application addressing the selection criteria to:
Shelley Harwood, Manager Fall Prevention Programs, Injury Control Council of WA, City West Lotteries House, 2 Delhi Street, West Perth 6005 or email sharwood@iccwa.org.au.

For enquiries regarding the position, please contact Shelley Harwood on (08) 9420 7212.

Applications close 5pm Monday 10th December 2012.