

JOB DESCRIPTION FORM

5. Provides administrative support to project staff under the direction of the Manager - RTSS.
6. Undertakes reception duties and greets visitors for RTSS.
7. Under guidance from the Manager - RTSS, assist with the compilation of important documents such as the Reports, Strategic Plan and Implementation plans.
8. Assist with the coordination of events including, but not limited to, promotion, registrations, catering and venue and equipment hire – under the direction of the RTSS staff.
9. Maintain accurate and appropriate records of all work undertaken for reporting purposes.
10. Obtain quotes as required.
11. Provides secretarial support under the direction of the Manager – RTSS, including but not limited to the RTSS Steering Group.
12. 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. Ability to show compassion and have an understanding of the process and effects of trauma.
6. Flexible attitude to work.
7. Understanding of the need to respect privacy and confidentiality.
8. Demonstrated competence in the Microsoft Office Professional suite of programs.

OTHER FUNCTIONS AND REQUIREMENTS OF ROLE

1. Participation in performance reviews
2. Computer literacy
3. Participation in Professional Development as directed or initiated

REQUIRED LICENSES/CERTIFICATIONS

1. Valid WA Drivers Licence. You will be required to use your own vehicle on some occasions (expenses will be reimbursed).

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2. A Police Clearance and/or Working with Children Check may be requested prior to employment.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Name (Please Print)

Employee's Signature

Date

Supervisor's Name (Please Print)

Supervisor's Signature

Date

Copy: Employee CEO
Supervisor Other
