

POSITION DESCRIPTION

Position Title:	Office Coordinator
Location	Coffs Harbour / Lennox Head
Position Reports to:	Branch Leader
Key working relationships:	All staff

ROLE

- Provide high quality administrative support to all GeoLINK employees, and contribute to the effective and efficient operations of the company

RESPONSIBILITIES

- Telephone and face-to-face reception – the friendly face/ voice of GeoLINK
- Proofing, formatting, printing and collation of professional reports
- Creating and formatting excel spreadsheets
- General correspondence word processing and data entry
- Photocopying, filing, organising couriers and mail
- Circulation of information internally
- Maintenance of office stationery, consumables and office equipment
- Maintaining petty cash and processing expense claims
- Management of meeting room and vehicle bookings
- Management of GeoLINK calendar of events
- Arranging conference registrations, travel and accommodation
- Documentation of office and safety procedures
- Training of all staff to ensure office equipment is utilised to maximum efficiency
- Assisting Quality Assurance Manager with QA administration
- Assisting IT Manager with user end requests and basic computer setup
- Assisting Project Coordinator with routine project administration and invoicing
- Providing marketing administration support to Business Development Manager
- Assistance to WHS Representative with WHS, SWMS and record keeping
- Building and maintaining effective working relationships through effective teamwork
- Being accountable for own actions/ work
- Adhering to GeoBIZ guidelines (GeoLINK's minimum quality assurance standards) and reporting identified non-conformances to QA Manager
- Adhering to all WHS statutory guidelines and GeoLINK policies
- Undertaking other administrative tasks, as required, to assist practice management

SKILLS AND EXPERIENCE

- Professional reception skills (especially communication and presentation)
- Strong administrative and organisational skills
- Advanced MS Office skills particularly in Word, Excel and Outlook

POSITION DESCRIPTION

SKILLS AND EXPERIENCE

- Highly developed report proofing and formatting skills
- Competency in spreadsheet preparation and formatting
- Attention to detail and presentation
- Proficiency in typing, with high level of accuracy
- Ability to prioritise workload and identify support needs
- Flexibility in undertaking a range of tasks for a range of personalities
- Proactive ie. seeking out and anticipating work to be done
- Ability to work as part of a team and autonomously
- Willingness and enthusiasm to undertake to menial and routine tasks
- Willingness to adapt working hours to respond to deadlines
- Proactive in maintaining and improving internal systems
- Excellent relationship-building skills e.g. with clients and suppliers
- Ability to learn new skills e.g. keeping software knowledge up to date
- Recognise opportunities for improvement and innovation
- Knowledge of quality assurance practices and activities
- Thorough understanding of WH&S requirements and obligations
- Ability to maintain a quality focus through adherence to a quality framework

ESSENTIAL EDUCATION / QUALIFICATIONS

- Minimum of three years' experience in a similar role
- Current NSW Driver Licence (C Class)
- Australian Citizenship or legal right to work in Australia (unrestricted)

PREFERRED EDUCATION / QUALIFICATIONS

- Business administration qualification from TAFE or tertiary institution

ADDITIONAL COMMENTS

- Travel, typically in northern NSW, may be required
- Share GeoLINK's values

APPROVAL – BRANCH LEADER

Branch Leader signature:

Date:

ACCEPTED – OFFICE COORDINATOR

Office Coordinator signature:

Date: