



POSITION DESCRIPTION

ADMINISTRATION ASSISTANT

JOB TITLE:	Administration Assistant
DEPARTMENT:	Macquarie Football Limited
LOCATION:	3 Main Road, Boolaroo 2284
REPORTS TO:	Office Manager
START DATE:	ASAP
END DATE	n/a

DIMENSIONS

Number of direct reports	
Number of indirect reports	n/a
Part Time Position	25 hours per week

PRIMARY PURPOSE OF ROLE

- To effectively respond to all enquiries relating to the administration of Interdistrict Competitions, Coaching Clinics and Talented Player programs.
- To liaise with relevant staff to ensure that all enquiries/programs are responded to/ implemented effectively, efficiently and in accordance with Macquarie Football Limited (MFL) needs and expectations.
- To maintain records of all Interdistrict Competitions, Coaching Clinics and Talented player programs.
- To provide broad administrative assistance to the General Manager (GM) as required.
- To provide administrative assistance to the Executive as required at the direction of the Office Manager.
- To effectively and efficiently respond to a range of enquiries from a myriad of stakeholders by telephone and in person at MFL's reception.

KEY AREAS OF RESPONSIBILITY

Administration

- Provide administrative support to a range of stakeholders in relation to office procedures/ functions.
- Interdistrict Competitions: -
 - Scan and maintain records of match sheets.
 - Check to see all scores have been entered by host clubs.
 - Investigate any enquiries about whether match scores are correct.
- Talented Player programs: -
 - Maintain records for player payments.
 - Correlate information in relation to player uniform requirements.
- Coaching Clinics: -
 - Maintain record of player payment and participation.
 - Order any equipment required for clinics.
- Administrative tasks as requested by the GM.
- Co-ordinate the GM's and Executive's travel and accommodation requirements

Reception

- Answer phones and direct enquiries as required.
- Attend to stakeholder enquiries at reception as required.
- Respond to stakeholder enquiries where possible without the need to refer to Management and Staff
- Sorting and distributing mail
- Receipting of payments received at reception (cash, card and cheque)
- Any other duties as reasonably requested by the Office Manager

KEY OUTCOMES

- All Phone calls and counter enquiries are promptly addressed.
- All records are maintained and are up to date.
- Match sheets and match scores are regularly monitored.
- All clothing ordered in a timely manner.
- Clinic requirements have arrived before Clinic dates.
- All travel and accommodation bookings are attendee to promptly and accurately.
- GM' administrative tasks are completed within agreed timelines.

KNOWLEDGE, SKILLS & BEHAVIOUR REQUIRED

- Excellent telephone manner and interpersonal skills.
- Strong attention to detail
- Punctual
- Competent computer skills (including Microsoft Office—especially Excel)
- Demonstrate high level of initiative and strong interpersonal skills, with attention to detail and the ability to priorities, multi-task and effectively meet strict time lines.
- Well developed interpersonal and communication skills, strong written skills and the ability to work effectively in a team or independently.
- Ability to draft timely and accurate correspondence.
- Strong interest in Football (and sport generally)

KEY INTERACTIONS

- Office Manager
- General Manager
- Technical Director
- External Stakeholders

UNIQUE CRITERIA

- Standard hours are 12.00pm—5.00pm, Monday to Friday
- Salary will be in accordance with the *Clerks—Private Sector Award, Level 3*

Employee Signature:

Date:

Manager Signature:

Date:

Award Rate:

Last Reviewed: