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| Title: | Administrative Assistant | |
| Current incumbent: | TBC (2/3 days per week 0.4/0.6 FTE) | |
| Reports to: | Director | |
| Role purpose: | To support the Director to fulfil the purpose of Unleash Learning through creating and managing all administrative processes, ensuring that all client interactions are professional, efficient and seamless | |
| Responsibilities & Duties: | <i>Event Management</i> Activity <ul style="list-style-type: none"> • Booking and organising venue • Program participant registration • Creating name badges • Create slide pack using templates for William's input • Creation of program packets • Set up follow up zoom calls Measure <ul style="list-style-type: none"> • Quality of event organisation • Client satisfaction | 25% |
| | <i>Systems Management</i> Activity <ul style="list-style-type: none"> • Set up schools in systems • Program participant registrations • Reporting to the state for on-line program • Coordination of tech system resolution in consultation with William & Craig Measure <ul style="list-style-type: none"> • Accuracy of registrations and reporting | 25% |
| | <i>Diary Management</i> Activity <ul style="list-style-type: none"> • Work with William to help plan his time and organise his meetings • Organise travel – flights, car hire, hotels etc Measure <ul style="list-style-type: none"> • Quality of arrangements • Arrangements make within budget | 25% |
| | <i>Office Management</i> Activity <ul style="list-style-type: none"> • Answering phone calls and responding to messages • Ordering and mailing out products • Ordering stationary | 25% |

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| | <ul style="list-style-type: none"> • Filing • Ordering products • Collecting deliveries • Contract generation • Maintain contact details • Documentation of all critical processes <p>Measure</p> <ul style="list-style-type: none"> • Smooth running of office • Efficiency of systems | |
| <p>Core Capabilities:</p> | <ul style="list-style-type: none"> • Organisational skills • Communication skills • Self-management • Adaptable • Technology skills • Microsoft package familiarity | |