



## POSITION DESCRIPTION – JUNIOR ADMINISTRATION ASSISTANT

<b>Position Reports To:</b>	Finance and Human Resources Manager
<b>Location:</b>	Launceston, Tasmania
<b>Position Summary:</b>	An exciting new position would suit recent Year 12 Leavers and is available within our vibrant and passionate team. The key objectives of this position will be to ensure a professional delivery of administrative functions for the organisation.
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"><li>• Reception and Customer Service duties.</li><li>• Routine Clerical and Administrative tasks.</li><li>• Running of Daily errands.</li><li>• Collection and delivery of incoming and outgoing mail.</li><li>• General office cleaning and presentation.</li><li>• Inventory Management. (Stationery, Office Supplies)</li><li>• Personal Assistant duties as and when required for BTAS Staff.</li><li>• Administration requirements for the CEO and Board as needed.</li><li>• Maintain the BTAS website with current information as required.</li><li>• Coordinate requirements of the Working with Vulnerable People Registration</li><li>• Under the direction of the Finance and Human Resources Manager, drive sales of the clothing range (including uniforms) for BTAS. This includes stock management, delivery co-ordination, marketing of range and maintaining a master list of playing numbers for program athletes.</li></ul>

<b>Hours of Work:</b>	<p>Due to the nature of the position, weekend work, extended hours and regular intra State travel will be required for this position.</p> <p>Nominal weekly hours will be 38 per week and overtime will not be paid, however the position will be entitled to time in lieu for time worked in excess of 38 hours per week.</p>
<b>Remuneration:</b>	The final salary and package will be negotiated with the successful applicant.
<b>Pre-Employment Checks:</b>	Medical Examination and Current Drivers Licence
<b>Selection Criteria</b> <b>– Essential:</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Accuracy and attention to detail.</li> <li>• Time management, planning and prioritising abilities.</li> <li>• Ability to work independently and within a team environment.</li> <li>• Excellent Personal Presentation.</li> <li>• Current driver's license.</li> <li>• Current or ability to obtain a Tasmanian Working with Vulnerable Persons Registration</li> </ul>
<b>Selection Criteria</b> <b>– Highly Desirable:</b>	<ul style="list-style-type: none"> <li>• Sound computer skills including experience with Word, Excel and Outlook.</li> <li>• Ability to work with a diverse range of stakeholders.</li> <li>• Demonstrated knowledge of the sport of basketball.</li> <li>• Marketing knowledge or ability to build upon.</li> </ul>