

## **POSITION DESCRIPTION**

### **JUNIOR ADMINISTRATION ASSISTANT**

<b>Job title:</b>	Junior Administration Assistant
<b>Reporting to:</b>	Client Services Manager
<b>Department:</b>	Client Services
<b>Job Type:</b>	Part Time – 15 hours per week
<b>Location:</b>	80 Betty Cuthbert Drive, Lidcombe

#### **Purpose of the position:**

Working for a not-for-profit organisation within a small professional team, the Junior Administration Assistant supports people living with a neuromuscular condition throughout NSW by providing general administration support to the Client Services Team and the services of Muscular Dystrophy NSW.

All staff of Muscular Dystrophy NSW have a passion for empowering, connecting and supporting people affected by neuromuscular conditions whilst promoting MDNSW values and person-centred planning.

#### **Responsibilities & duties:**

1. Filing and scanning of documents
2. Data entry
3. Answering and making phone calls
4. Maintain spreadsheets
5. Maintain accurate records
6. Attend team meetings and record minutes if needed
7. General office duties as required
8. Flexibility to attend evening/weekend events and camps as required
9. Assist the Client Services Manager with any other administrative duties as deemed necessary
10. Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures

#### **Documentation**

The successful incumbent will have the following documentation:

- Police Check and Working with Children Check

#### **Work experience and Skills**

1. Exceptional written and verbal communication skills
2. Must have strong time management skills, attention to detail, ability to prioritise, and excellent organisational skills
3. Ability to work under pressure and adhere to strict project-driven timelines
4. Experience working with people with disabilities is desirable
5. Proficiency in Word, Excel, PowerPoint and database management
6. Ability to work autonomously and part of a team

#### **Workplace Health and Safety**

Employees are responsible and accountable for:

1. Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
2. Active participation in activities associated with the management of workplace health and safety
3. Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace

**Organisational Relationships**

**Reports to:** Client Services Manager

**Manages:** No direct reports

**Internal Contacts:** MDNSW staff as appropriate

**Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by the incumbent. It is not an exhaustive list and is subject to change. All MDNSW employees are required to comply with any reasonable work requests as directed by their employer from time to time.

---

*Employee Signature* *Date*

---

*Manager Signature* *Date*