



Job Description

Job Title:	Office Manager / Executive Assistant
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO3,1 scale (6 weeks AL)
2017 Salary Range:	\$56,869 (Full-time) Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Berrimah System Office
Responsible to:	CEO / Human Resources
Date Advertised:	August 2017

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the Statement of Faith '*What We Believe*'. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible and good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Primary roles

- 1) Be the first point of contact for the organisation in a friendly, hospitable manner and reflect the organisation's purpose and beliefs.
- 2) Work as part of a team that provides reception and 'front of house' administrative services to the system office.
- 3) Provide administrative assistance as required by the CEO and the Executive.
- 4) Be responsible for oversight of reception duties and general day-to-day 'office management' matters.

NT Christian Schools desires to be a Christian community learning together to live life as God intended, offering hope for the world

Key areas of responsibility

- *Reception*
 - Develop familiarity with all aspects of NT Christian Schools' operations;
 - Develop familiarity with key staff (and other staff) in schools and units within our organisation across the Northern Territory;
 - Welcome visitors to the system office – offer and arrange refreshments;
 - Answer incoming phone calls – welcome then assist or redirect as required;
 - Receive all incoming correspondence (including electronic mail and faxes) and distribute/action/respond as appropriate;
 - Prepare all outgoing mail for dispatch;
 - Keep track of staff movements in and out of the office;
 - Ensure that the reception area is pleasant, clean and welcoming;
 - Ensure that the kitchen area is tidy and presentable.
 - Assist with set up and preparation for meetings as required;
 - Supervise/mentor trainees and work-experience students as required;
 - Prepare and update Reception Procedures Manual;
 - Supervise the operation of office equipment and ensure their proper operation at all times including making sure that the office printer is topped up with paper.

- *Office Manager*
 - Maintain office, kitchen and toilet supplies, including overseeing the washing of office towels;
 - Order and oversee delivery of staff name badges.
 - Co-ordinate the booking and use of office vehicle and allocate costs for usage;
 - Co-ordinate the booking and use of shared facilities and equipment and allocate costs for usage (if applicable);
 - Assist with production and distribution of correspondence and printed materials (promotional and other) for the organisation;
 - Supervise/mentor new reception staff members as required;
 - Provide additional logistical support where required, i.e. coordinating system office staff meetings;
 - Book travel and accommodation for staff members and guests;
 - Receive and report all issues related to office maintenance and workplace OHS.
 - Organise office community building events and social functions.
 - Update emergency and office related policies and procedures.
 - Facilitate communication between all schools and offices.
 - Update cyclone procedures, and maintain cyclone emergency supply in BSO and MSO.

- *Executive Assistant*
 - Update of website and PR material;
 - Proof reading of documents and correspondence;
 - Assist with statistical data collection and submission;
 - Facilitate meetings of and for the Executive.
 - Carry out high level administrative functions in order to meet compliance requirements.

- *Other duties*
 - Perform any other duties as required by the CEO and the Executive.

Selection criteria

- *Essential*
 - Ability to reflect and express our organisation's purpose, statement of Faith 'What We Believe' and vision in the workplace;
 - Present a friendly, welcoming and pleasant manner (face to face and phone), and demonstrate exceptional people skills;
 - Ability to engage with and represent a complex and multi-faceted organisation;
 - Accuracy with data entry and attention to details.
 - High level interpersonal language skills and accuracy in written and spoken communication;
 - High level of computer literacy and keyboard skills; working knowledge of Windows computer platforms and experience with Microsoft Office software;
 - Willingness to learn and ability to grasp concepts quickly;
 - Capacity to be a constructive member of a cohesive team while showing initiative and reliability to work unsupervised;
 - Ability to maintain confidentiality.
 - Current NT Ochre/ Working with Children Card

- *Desirable*
 - Driver's licence
 - First Aid Certificate
 - Available out-of-hours to receive calls and emails, and run occasional errands.