

Position Description

Position Title	Administration Officer
Location	Dubbo
Reports to	Corporate Services Manager
Hours	As per Employment contract
Conditions of Employment	<ul style="list-style-type: none"> • Western NSW Medicare Local Enterprise Agreement 2013 • Marathon Health Policies and Procedures • Police Check • Working with Children Check • Position Description • Letter of Offer

Purpose of the Role

The Administration Officer, under direction of the Senior Administration officer and Corporate Services Manager is responsible for supporting reception and the broad range of administration functions of the Corporate Services function.

Key Relationships

This position reports to the Corporate Services Manager or nominated delegate. The Administration officer will work closely with other corporate administration officers, and develop working relationships with Marathon Health employees, contractors, and stakeholders.

Position Responsibilities

- Maintain at all times a friendly professional disposition towards clients, staff and visitors to Marathon Health
- Provide reception support, answer telephone, field enquiries take messages receive visitors and clients, incoming and outgoing mail/faxes/email including collection and distribution, organise room bookings and organise catering.
- Provide administrative support and data entry tasks including scanning and uploading of documents.
- Undertake delegated assignments under the direction of the Corporate Services Manager or nominated administration officer.
- Make travel arrangements for staff including air flights, accommodation, car bookings.
- Assist with ensuring that appropriate administration systems are in place.

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia.
3. Valid Drivers Licence.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Employee Signature

Date

Preferred Experience

- Previous Reception and/or Administration experience
- Experience handling confidential information.
- Experience in Medicare and NDIS billing requirements.

Selection Criteria

- Excellent customer service skills.
- Demonstrated experience providing administrative support.
- Proficiency in Microsoft Office Suite; primarily Word, Excel and Outlook.
- Professional verbal and written communication skills.
- Demonstrated ability to work effectively in a team environment.
- Excellent organisational and time management skills, with the ability to manage priorities and meet deadlines.
- Hold a valid Australian driver's licence