POSITION DESCRIPTION

POSITION TITLE: Administration Officer
CLASSIFICATION: AO-3
DIVISION: Corporate

POSITION OBJECTIVES

To provide a high standard of administrative and secretarial support to the Program and Department Coordinators.

ORGANISATION CONTEXT

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to cooperate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

The Program and Department Coordinators manage and coordinate scientific research activities across three key programs at QIMR Berghofer in addition to managing their own laboratories.

REPORTING STRUCTURE

This position reports to the Executive Assistant to the Chief Operating Officer and as primary supervisor to the designated Program or Department Coordinators. The position will provide administrative and secretarial assistance to three Department Co-ordinators on a shared basis.

PRIMARY RESPONSIBILITIES

- Ensure a professional administrative support service to the Program and Department Coordinators, including (but not limited to):
  - Word processing; drafting presentations; data entry; document collation; filing; photocopying; scanning; stationary orders; answering phones; taking messages
- Coordinate meetings and teleconferences:
  - booking rooms; arranging catering or other refreshments; diary management
- Process travel applications and associated insurances for staff, liaising with QIMR Berghofer’s preferred travel agency
• Assist Program and Department Coordinators with diary management
• Collate information and draft reports for Program and Department Coordinators as required (including Annual Report preparations)
• Arrange and promote seminars in conjunction with the Education or Events Coordinator
• Assist with preparation of Grant Applications as required
• Process Visa and expense claims as required
• Any other admin duties as requested by Program/Department Coordinators
  Ensure work practices comply with the requirements of the Workplace Health and Safety Act, related legislative requirements and the Institute’s OH&S policies and procedures
• Liaise with the Grants office to monitor and report on cost centres and budgets.

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential
• Recognised qualification, or equivalent experience, in office administration
• Exceptional organisational skills, with the ability to prioritise and coordinate tasks across multiple departments to meet competing deadlines
• Demonstrated ability to use initiative and work with minimum or no supervision
• Excellent attention to detail with a high level of accuracy
• Strong interpersonal and communication skills, with the ability to relate to staff across all levels of the organisation
• Typing speed of at least 60wpm
• Demonstrated knowledge of Microsoft suite (especially Word, Excel, PowerPoint)
• Professional manner and presentation
• Ability to prioritise work requests.

Desirable
• Exposure to Endnote Program
• Exposure to finance/accounts for budgeting and processing of invoices for payment
• Exposure to Personal Assistant duties

POSITION LOCATION

This position is located at the Queensland Institute of Medical Research, Herston.