

## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer
<b>Classification:</b>	AO2
<b>Department:</b>	Finance & Administration
<b>Division:</b>	Support
<b>Location:</b>	Herston

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### Position Objectives

Provide reception, secretarial and administrative assistance essential for the Support Division to operate smoothly and efficiently.

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### Organisation Context

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR 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 co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

QIMR Berghofer Support Division includes Human Resources, External Relations, Finance & Administration, Research Support & Governance and Scientific Services. The role of the Support Division is to provide support services to QIMR Berghofer research staff to enable them to effectively conduct research and development.

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### Reporting Structure

This position reports to the Administration and Services Supervisor.

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### Primary Responsibilities

- Provide professional reception and switchboard services, acting as a first point of contact for visitors to QIMR Berghofer;
- Maintain QIMR Berghofer's professional image and ability to operate effectively by ensuring that reception equipment is properly maintained and the reception area is kept clean and tidy;
- Provide general support and administrative assistance as directed by the Administration and Services Supervisor, to Support Division and other groups within the Institute, including typing correspondence, grants and presentations, and photocopying, collating and binding documents;

- Provide an efficient mail service to QIMR Berghofer including the collecting, franking and delivery of mail to, from and within QIMR Berghofer;
  - Collate and enter data from the External Relations department donations book and the postage book;
  - Assist with the booking of QIMR Berghofer vehicles and allocation of parking spaces;
  - Order and deliver stationery to various groups within QIMR Berghofer;
  - Provide public address announcements;
  - Book rooms and catering for meetings, seminars and other functions and act as a point of contact for the users of meeting and function facilities;
  - Provide relief for Administrative staff in other groups within the Institute during lunch/tea breaks and absences as required;
  - Provide other non-specified general administrative tasks as determined by the Administration and Services Supervisor;
  - Ensure work practices comply with the requirements of the Workplace Health and Safety Act, related legislative requirements and the Institute's WH&S policies and procedures.
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### **Key Selection Criteria (Qualifications, Experience, Skills, Abilities and Personal Qualities)**

#### **Essential**

- Previous reception/switchboard experience;
- Good understanding of general administrative office systems and processes;
- Demonstrated knowledge of Microsoft Word, Excel, Outlook and PowerPoint;
- Ability to use office equipment including photocopiers / scanners, postage meters, binders etc;
- Good interpersonal and communication skills with a confident, courteous manner;
- Tidy, professional presentation;
- Good organisational skills and attention to detail;
- Demonstrated ability to use initiative;
- Ability to work collaboratively as a member of a team;
- Current and valid driver's license for Queensland.

#### **Desirable**

- Recognised qualification, or equivalent office experience.