

**STEPS Professional Development Position Description**

Please send a concise resume, cover letter and names of two referees to:

Marilyn McCutcheon  
[mmccutcheon@stepspd.com.au](mailto:mmccutcheon@stepspd.com.au)

**SECTION 1: POSITION OVERVIEW**

<p><b>Position title:</b> <i>Australian/Corporate Administration Assistant</i></p>	<p><b>Company branch:</b> <i>Australian 0.4 Sales &amp; Marketing 0.6 Other</i></p>	<p><b>Position location:</b> <i>Perth</i></p>
<p><b>Tenure:</b> <i>Fulltime/Permanent</i></p>	<p><b>Effective date of document:</b> <i>May 2010</i></p>	<p><b>Closing date:</b> <i>NA</i></p>
<p><b>Position Objectives:</b> <i>To provide administration support to the Australian and Corporate branch office, and the sales and marketing department.</i></p>		
<p><b>Key Working Relationships:</b></p>		
<p><b>This position reports to:</b> <i>CSO/Office Coordinator</i></p>	<p><b>This position primarily works with:</b> <i>Australian and Corporate branch employees</i></p>	<p><b>Positions directly reporting to this position:</b> <i>Nil</i></p>
<p><b>External</b> <i>Customers: curriculum advisors, teachers, principals, system representatives</i>  <b>Internal</b> <i>Australian and Corporate branch employees</i></p>		
<p><b>Salary range:</b> <i>\$40,000 - \$45,000 dependent on experience</i></p>		
<p><b>Role Statement:</b> <i>Australian/Corporate- Administration Assistant</i></p>		



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<b>Duties/Responsibilities</b>	<b>Hrs/ week</b>	<b>%</b>	<b>Key Performance Indicators</b>
<p><b>General Administration</b></p> <p>4. Assists with general administration duties</p>	<p>1 hr</p>		<p>4.1 Completes word processing.            4.2 Completes filing.            4.3 Undertakes event management.            4.4 Facilitates the completion of employee national police clearances.            4.5 Photocopies and binds documents when required.            4.6 Provides assistance to the recruitment process. Places advertisements, sends acknowledgements, arranges interviews, responds to applicants at end of process and files all paperwork for future reference.</p>
<p><b>CSO/Office Coordinator Support</b></p> <p>5. Assists CSO/Office Coordinator, deputising where necessary.</p>	<p>1 hr</p>		<p>5.1 Assists CSO/Office Coordinator.            5.2 Maintains office supplies including staff amenities.            5.3 Under takes any other duties as directed by the CSO/Office Coordinator.</p>
<p><b>Sales and Marketing Support</b></p> <p>6. Supports the Administration duties of the Australian Sales and Marketing department</p>	<p>15 hrs</p>		<p>6.1 Enters all new leads into CRM (Salesforce).            6.2 Collates and mails all new sub-licences for new accounts.            6.3 Enters Facilitator details into new or existing accounts (Salesforce) and creates reports for each course for further marketing communication. For example - acknowledging active Facilitators within the group, promotion of Facilitator Area and new materials available.            6.4 Prepares mailing for all hardcopy marketing campaigns.            6.5 Maintains and updates all Australian mailing lists of schools in all sectors.            6.6 Maintains filing of all Facilitator detail forms and sublicenses.            6.7 Files all feedback sheets and maintains a positive testimonial database.            6.8 Collates and electronically stores all course photographs for future marketing purposes.</p>

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<b>Duties/Responsibilities</b>	<b>Hours per week</b>	<b>%</b>	<b>Key Performance Indicators</b>
<p><b>Asset Management</b></p> <p>7. Manages office assets</p>	<p>1 hr</p>		<p>7.1 Maintains library inventory and records.</p>
<p><b>Daily Office Management</b></p> <p>8. Undertakes daily office management.</p>	<p>1 hr</p>		<p>8.1 Ensures all office doors are opened and closed in accordance with OHS and security procedures. 8.2 Maintains tidiness of office reception area.</p>
<p><b>Professional Growth</b></p> <p>9. Demonstrates a commitment to ongoing professional learning in the fields of STEPS PD products.</p>			<p>9.1 Demonstrates full and effective use of time, money and resources allocated to professional growth</p>
<p><b>Team Work</b></p> <p>10. Contributes to a collaborative team environment.</p>			<p>10.1 Actively contributes to staff, branch and project team meetings. 10.2 Supports and assists other staff members. 10.3 Actively promotes the reputation and values of the company.</p>

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### SECTION 3: SELECTION CRITERIA

<b>Selection Criteria:</b>	
<b>Essential</b>	
1	Successful experience in an administrative role, including data entry and reception responsibilities.
2	An ability to work in a business-oriented team environment.
3	A positive demeanour.
4	Highly organised, with a reputation for attention to detail.
5	A willingness to learn from, and adapt to, company development and production approaches.
6	An ability to work independently and solve problems through reference to company culture, policies and procedures
7	A willingness to contribute to a team by actively supporting the company values, policies and procedures, and demonstrating patience.
8	An ability to reconcile figures.
9	Skilled in the use of Microsoft Word and customer databases.
<b>Desirable</b>	
1	A current driver's licence for the country/state in which you live.

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### SECTION 4: CERTIFICATION

The details in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Title</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<i>Chief Executive Officer</i>	<i>Ross Bindon</i>		

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