**JOB DESCRIPTION**

**JOB TITLE:** *<Role name> e.g. Receptionist, Sales assistant*

**JOB TYPE:** *<Type of employment> e.g. Full-time; Part-time; Casual*

**LOCATION:** *<The physical address that the employee will work at. If the job requires travel, state the primary location> e.g. Smithton office*

**SUPERVISOR/MANAGER:** *<Who the employee will report to> e.g. Office Manager; Shift Supervisor*

**MAIN DUTIES/RESPONSIBILITIES:**

*<Outline the duties and responsibilities of the position>*

*e.g.*

* *Coordinate and carry out all office administration including reception, mail, couriers, greeting clients and filing*
* *Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures*
* *Other tasks as directed*

**SKILLS & EXPERIENCE**

**Qualifications:** *<What qualifications, licences or education level does the employee need?>*

*e.g.*

* *Diploma or Certificate IV in Business Admin or relevant experience*
* *First aid certificate*

**Experience:** *<What type and how much experience is needed?>*

*e.g. 3 years previous experience in an similar role/industry*

**Skills:** *<List skills needed for the job, including any technical or interpersonal skills>*

*e.g.*

* *Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)*
* *Excellent verbal and written communication*
* *Organised and able to meet deadlines*

**Personal Attributes:**

*e.g.*

* *Able to relate to people of all ages*
* *Good listener*

**PERFORMANCE GOALS:**

*<The level of performance you expect from the employee >*

*e.g.*

* *Complete administration tasks on time*
* *Deal with clients, suppliers and other employees professionally at all times*
* *Ensure office is clean and presentable at all times*