

POSITION DESCRIPTION

Name:	Reports to:
Title: Reception and Administration Officer	General Manager – Administration
Division: Administration/Finance	Location: Colinroobie
<p>Position Objective:</p> <ul style="list-style-type: none"> • Support the Finance General Manager to lead a safety-first culture across the Mawsons Finance and Administration team • Carry out administration and reception duties as specified • Provide efficient and friendly receptionist services to the Colinroobie office • Perform other related work as required all within the context of the Company’s Mission of providing a profitable and safe workplace 	
Key Result Areas	Standards
Specific Tasks and Duties	<ul style="list-style-type: none"> • Telephone duties – answering incoming calls and directing as appropriate. Maintaining Alcatel-Lucent telephone system. • General office administrative tasks:- Managing all incoming and outgoing mail, scanning, mailing, filing documents. • Keeping office areas tidy and presentable. • Maintain petty cash and cash receipt book. • Greeting and welcoming visitors and directing them to the appropriate person. • Raising and receipting purchase orders. • Contractor Administration – setting up new contractors in Lucidity. • Monitoring and requesting compliance documents and licenses, approving contractors for work on site when compliant. • Assisting Mawsons staff who are engaging Contractors with the requirements for compliance. • Booking accommodation and flights for staff as required. • Assist managers in locating rental properties and engaging with agents for viewing and lease arrangements. Connecting utilities once properties secured. • Renewing Registration, CTP and Roadside Assistance for vehicles and equipment based in NSW, as well as authorising new Registrations and Transfers at RMS. Allocating traffic infringement and Toll notices. • Maintaining and ordering all stationery and consumables for the Head Office, Kitchen and Quarries. • Ensuring adequate supply of manual docket books, quarry papers and various printed books used for business operations.

	<ul style="list-style-type: none"> • Scanning manual and barcode docketts and electronic filing /re-indexing and storing as required. • Completing uniform order requests for all new and current employees, including the collection and distribution of uniforms. • Maintaining multiple Registers in Excel:- ie registrations, movement of workshop and quarry equipment, various bookings and reservations, telephone register • Maintaining pool cars including arranging servicing and repairs and bookings register. • Organising site BBQ's and fundraisers as required, i.e. Biggest Morning Tea, as well as a weekly site morning tea.
Workplace Culture	<ul style="list-style-type: none"> • Promote and live Mawsons' corporate mission and vision; building partnerships and developing a team spirit. • Innovate by exploring new ways of doing things. Accept challenges, improve efficiencies and embrace change. • Demonstrate a strong team ethic.
Safety, Health and Environment	<ul style="list-style-type: none"> • Co-operate to maintain a safe system of work in the workplace • Comply with all relevant safety and health legislation • Ensure that all operations comply with Company environmental objectives • Aim to reduce Energy consumption and waste wherever practicable • Wear appropriate safety equipment and clothing as required • Understanding of and compliance with the O4i incident reporting system
Financial & Reporting	<ul style="list-style-type: none"> • Assist your division, where appropriate or instructed by the Manager, to achieve budget outcomes • Provide/assist with financial reporting as required
People & Industrial Relations	<ul style="list-style-type: none"> • Co-operate with other employees to achieve peak productivity and performance within your work group. • Assist in sound Industrial Relations • Communicate with honesty and integrity with all stakeholders
Operational Improvement	<ul style="list-style-type: none"> • Participate in achieving a continuous improvement culture and the improvement identification and implementation of process opportunities within Mawsons business.
Community Relations	<ul style="list-style-type: none"> • Maintain a high standard of community relations within the local geography. • Participate in community relations programs as required
Legislative Compliance	<ul style="list-style-type: none"> • Ensure compliance with all relevant State and Federal legislation
Mawsons Policy and Procedures	<ul style="list-style-type: none"> • Be familiar with and comply with all relevant company corporate policies and procedures. • Be pro-active in continuous improvement behaviours regarding your role.

Teamwork	<ul style="list-style-type: none">• Display effective teamwork behaviours to assist in a highly motivated team.
Prerequisites & On the Job Training	<ul style="list-style-type: none">• Current Driver's Licence
Hazards	<ul style="list-style-type: none">• Manual handling.• Trip & Slip Hazards

PROVISIONAL PD - TO BE FINALISED