

Position Description

Administration & Gallery Support

Disability Services



Position	Administration Officer & Gallery Support
Location	Support Centre – Alice Springs
Award/Agreement	<p><input type="radio"/> Management Agreement</p> <p><input checked="" type="radio"/> Social, Community, Home Care and Disability Services Industry Award (MA000100)</p> <p><input type="radio"/> Nurses Modern Industry Award (MA000034)</p> <p><input type="radio"/> Supported Employment Services Industry Award (MA000103)</p> <p><input type="radio"/> Other</p>
Award Classification	
Reporting Relationships	Senior Manager and/or Operations Manager

Duties and Responsibilities

The role of the Administration Officer & Gallery Support is to deliver high quality customer services to all Lifestyle Solutions customers and contacts, as well as assisting with the daily administrative functions within the office.

1. Administration

- = Attend to all enquiries efficiently in a courteous and helpful manner
- = Greet all visitors to the office and gallery
- = Attend to incoming and outgoing mail
- = Collate and send out meeting minutes
- = Support the recruitment process of potential employees
- = General administration tasks for the office, which may include meeting minutes, filing, stationary restocking and invoicing
- = Maintain the presentation of the office ensuring that all areas, particularly reception, shared meeting areas and kitchen area are tidy, clean and safe
- = Process requests for maintenance/repairs
- = Process helpdesk tickets and purchase orders
- = Process sales of artwork and other Bindi merchandise
- = Packaging and freight
- = Organise catering and other supplies for team meetings and training
- = Maintain vehicle service and maintenance records

Position Description

Administration & Gallery Support

Disability Services

- = Support the collation and submission of timesheets
- = Complete sales – use of Eftpos machine
- = Liaise with NAB should any issues arise with the Eftpos machine
- = Keep accurate financial records of sales

2. Bindi Enterprises

- = Support the Bindi Art Team to maintain a professional gallery
- = Maintain knowledge of artist's work, artist's stories and broad understanding of Bindi art, products and history
- = Greet gallery customers, assist with their enquiries (face to face, telephone & email) and promote sales
- = Manage sales, transactions and paperwork through SAM Arts Database
- = Manage handling of freight of art sales to customers
- = Weekly banking of cash sales
- = Maintenance of display material
- = Maintain an up to date price list matching works for sale
- = Assist in scanning artworks prior to cataloguing

3. Comply with all Lifestyle Solutions Policies and Procedures

- = Display an understanding of and commitment to all policies and procedures of the organisation
- = Take reasonable care for your own health and safety and not endanger your own or others' safety and health through your actions or failure to act
- = Follow all reasonable directions given to you by your Coordinator, Supervisor or Manager
- = Immediately report all safety hazards identified within the workplace
- = Ensure you use any equipment in accordance with the training and instruction that you have received
- = Conduct yourself and your work in line with all Lifestyle Solutions WHS policies and procedures as notified to you

4. Contribute positively to the work of Lifestyle Solutions

- = Promote the work and profile of Lifestyle Solutions in the community
- = Contribute to consultations regarding policy and procedure development and operational aspects of staff support
- = Uphold the sentiments of Lifestyle Solution's Mission and Vision Statements
- = Provide reports as required by management

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Selection Criteria

Knowledge and Skills

Essential

- = Excellent written and oral communication skills
- = Intermediate skills in Microsoft Word and Excel
- = Personal integrity and respect for confidential information
- = Organised and methodical in your approach
- = Proactive and high level of initiative
- = Ability to work independently and within a small cohesive team
- = Excellent time management skills
- = An awareness and understanding of cultural protocols for Aboriginal and Torres Strait Islander people
- = Sensitivity and awareness of working with people who have a disability

Desirable

- = Passion for Indigenous art
- = Sales experience

Acknowledgement of receipt of Position Description

I, _____ have read and understood the responsibilities of my employment as Administration Officer & Gallery Support outlined in this Position Description and accept these conditions.

Signed _____ Date _____

Return this page with your signed employment contract to

Lifestyle Solutions
PO Box 81
Islington NSW 2296