**POSITION DESCRIPTION**

**Administration Assistant**

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| **Position Name:** | Administration Assistant | **Class:** | Salaried Staff |
| **Version:** | Reviewed Final Version, 08/06/2018 | | |
| **Position Type:** | Part Time Salaried Position | | |
| **Hours** | 720 / 48 weeks – 15 Hours per week, Saturday/Sunday work may be required to complete the items listed in “Functional Allocation” | | |
| **Reports To:** | Operation Manager | | |
| **Responsible For:** | Providing operational support for all Association competition activities in accordance with the Association's values and policies | | |
| **Functional Allocation:** | Key accountabilities include but not limited to:  Supporting the Operations Manager & Competitions Administrator as required.  This could include but not limited to:   * Identifying illegal players * Applying Special Requests as received * Uploading results * Collating qualified players * Allocation of courts to the competition * Be responsible for the collation of team registrations * Fixturing games | | |
| **Qualifications & Experience** | * Strong working knowledge of Microsoft Office products; specifically, Word, Excel & Outlook * Methodical & organised * Attention to detail * High level of literacy skills * Prioritise and manage tasks accurately * Ability to follow instructions * An energetic person who can both work independently and liaise with all parties competently and effectively * Practical experience in Fixturing desired but not essential * Basketball experience desired but not essential | | |

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| **Key Performance Indicators** | The Administration assistant will be expected to demonstrate capability, skills and experience in the following areas:   1. **Technical Skills**   Demonstrate effective use of Windows based personal computers, especially in Microsoft Excel. Learn as required the software applications provided through the Basketball Network for administrative support of our programs.   1. **Work Quality**   Take personal responsibility for the quality of work completed, including timely delivery and accuracy of information.   1. **Business Administration**   Ensure business processes are adhered to and that all decisions made, and actions taken are in the best interests of the Association.   1. **Organizational Knowledge**   Be a specialist source of knowledge to all stakeholders on how allocated Association programs operate for the benefit of all participants. Document and share this knowledge effectively where required with office staff and all program volunteers.   1. **Team Participation**   Be an active and enthusiastic member of the wider EDJBA organization. Build positive relationships and work collaboratively with other clubs, volunteers and other stakeholders. Take personal responsibility for upholding our Association's values.   1. **Customer Service**   Always show high level interpersonal and communication skills that will allow effective and positive relationships with all internal and external stakeholders. Develop strong working relationships with the key stakeholders of allocated programs, keeping them fully informed on an ongoing basis.   1. **Continuous Improvement**   Show a commitment and active contribution to finding more efficient and effective ways to do things for the benefit of the Association and all stakeholders.   1. **General**   It is expected that all requirements of the “Functional Allocation”  will be completed by the Administration Assistant in the hours allocated to the role. Assistance will be available as required.  **10/. Review**  A review of this position is expected to occur every 1/4. |