



POSITION DESCRIPTION – Administration Manager

Time Required:	Mon, Wed, Fri - 3hrs per day (contract)
Location:	South Perth
Description of role:	Attending induction and training session Customer Service Accounts processing - Xero Liaising with suppliers and venues Managing bookings for customers, venues and teachers Liaising with suppliers and teachers Using booking software, outlook, word and excel
Remuneration:	\$30 per hour
Experience Required:	Customer service, event management, computer skills
Qualification Required:	Secretarial or business studies course, WWCC, Police Clearance, ABN
Skills Required:	Excellent customer service skills Outstanding organisational ability and time management skills Enthusiasm, positive outlook, good health and punctuality Reliable transport and licence
Reporting to:	Jane McKay, Director
Responsibilities:	Answering calls and emails Booking venues, checking accounts Liaising with customers, teachers and venue staff Organising art party, venues, teacher and activity booking Creating program booking reports and class lists in excel Collecting and delivering materials Providing admin support to director Keeping confidential information secure
Performance Measures:	Own individual performance Team participation Improvement ideas and suggestions Task completed successfully and in a timely manner Accounts up to date

