

AEN 6.2.2.1 Business Administration

Business Administration

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBC

Date PD Issued: 06/12/2023

Position: Business Traineeship completing Certificate III Business

Host Employer: Lyndoch Living

Supervisor: Assets & Facilities Manager

Host Employer Address: Hopkins Road Warrnambool VIC 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes

Duties of Position:

Trainees in Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. They may be responsible for greeting people and attending to enquiries made by phone or in person, and assisting professionals, Managers and Executives by performing clerical, secretarial duties.

Tasks Involved:

A Business Administration trainee may perform any or all the following tasks:

- Provide information to assist clients/contractors or refer them to appropriate contacts, either in the organisation or elsewhere
- Operate telephone switchboards and consoles to connect, hold, transfer and disconnect telephone calls
- Arrange appointments for callers or for people working in the organisation and keep records of these
- Operate office equipment such as photocopiers, switchboards, computers
- File correspondence and other records
- Input, store and retrieve data on computers
- Open and deal with incoming mail, and organise outgoing and posting mail
- Liaise with clients and contractors
- Purchasing of medical, pantry and stationary supplies
- Stock control of inwards goods
- Maintenance Audit scheduling

Work Conditions:

Business administrators may work for one person or a group of people, assisting to coordinate the efficient and effective operation of the stores function.

Personal Requirements:

- Possess a positive and professional attitude in dealing with a broad range of clientele
- Have strong computer skills and practical knowledge of the Microsoft Office applications
- Have good verbal and written skills
- Excellent time management skills with ability to multitask
- Demonstrate attention to details and accuracy and maintain confidentiality at all times

Key Selection Criteria:

- To coordinate the efficient and effective operation of the stores function within designated portfolio, including the receiving, movement and storage of goods.
- Ensure all delivered goods meet required standards including accurate documentation including accurate documentation including labelling and presentation of products is of the appropriate standard.
- Ensure the warehouse & equipment are cleaned to a high standard on a daily basis.
- Maintain a stock control system to monitor stock movement and security.
- Assist all department managers with regularly monitoring purchases for price, quality and availability of goods.
- Document all goods received and purchase.
- Ensure delivery dockets/invoices are authorised and forwarded to Finance for prompt payment.
- In consultation with the Finance Team, allocate asset register numbers and affix to equipment in accordance with procedures.
- Be responsible for the unloading and loading of trucks.
- Periodically review stores policies and procedures to ensure currency.
- Participate in quality improvement activities within the work area and have a good working knowledge of the accreditation process.
- Conduct work in accordance with all relevant Occupational Health & Safety (OH&S) legislation.

Qualifications and Licenses Required:

Pass a NDIS Police Check

Working within the Aged care Facility at least 3 Covid vaccinations and latest Influenza (flu) vaccine

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week** :38
- **Days per Week:** Monday to Friday
- **Award / Agreement:** National Training wage Level A
- **Superannuation:** 11%
- **Commencement Hourly Rate:** As per National Training Wage

Copy to : Employee

Host Employer

Main File

Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____