



Position Description

POSITION TITLE: Administration Officer
LOCATION: Gilles Plains, South Australia
REPORTS TO: Manager, PIRL
DEPARTMENT: Preclinical, Imaging and Research Laboratories (PIRL)

PURPOSE AND SCOPE OF THE POSITION

Responsible for the provision of professional and efficient secretarial, reception and administrative services within a preclinical research environment.

Reporting to the Manager, PIRL, this position will work closely with all PIRL staff and other staff members at SAHMRI. The role will also interact with a range of external stakeholders including researchers, commercial clients and suppliers.

KEY RESPONSIBILITIES

The specific duties include:

- Welcome and assist visitors, ensure the reception area is staffed at all times, and promote a professional image of SAHMRI.
- Receive incoming calls, evaluate urgency and direct them to the appropriate person if available.
- Receive, open and distribute incoming mail.
- Provide administrative support including (but not limited to):
 - Data entry
 - Filing/scanning/photocopying documentation
 - Word processing and Excel support
 - General administrative assistance
 - Book meeting rooms.
- Monitor general email accounts for PIRL and assist with responses to enquiries.
- Process purchase orders and invoices and administration of payments.
- Assist with the billing process for PIRL.
- Maintain current facility phone listing.
- Archiving of documents and electronic records in compliance with NATA regulations.
- Coordination of travel arrangements for PIRL.
- Assist with coordination and catering of meetings/events on an ad hoc basis.
- Participate in quality and continuous improvement programs.



- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.



Person Specification

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in a confidential administrative role, health/science/medical environment preferable but not essential
- Excellent levels of computer competency in Microsoft Office applications, particularly Word, Excel, Outlook, calendar management and communications technology
- Excellent attention to detail
- Experience in maintaining and controlling appropriate records and filing systems
- Highly ethical and confidential
- Highly organised and methodical
- Ability to convey information accurately to other staff as required
- Possess a sense of urgency and good time management skills
- Show initiative and be task focussed
- Excellent interpersonal skills
- Sound written and verbal communication skills
- Possess a team-oriented approach
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- None required