

Position Title	Administrative Assistant
Group/Portfolio	Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics
Classification	HEW Level 4
Position Number	00062137
Reports To	Executive Support Officer
Employment Type	Fixed Term

1.0 Position Purpose

The Administrative Assistant will be responsible for the efficient and effective daily management of the reception desk, the provision of administrative support to the Institute, and co-ordination of associated office duties ensuring high standard service delivery and outcomes.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Manage the Institute reception desk effectively and perform reception duties including greeting visitors, answering and redirecting all incoming calls, managing generic email accounts, ordering stationery, catering and routine procurement, managing room bookings, organising meetings, building access, managing key and access card registers and visitor parking.
- Assist in managing the flow of information; establishing and maintaining administrative systems, including spreadsheets, information systems, registers, online booking systems, procedures and databases; record management/filing; preparing routine and ad hoc correspondence.
- Diary management for senior Executives including all meetings and other commitments, arranging conference registrations and travel, if required. Provide administrative support to working parties/ad hoc committees as needed.
- Support the organisation of events and workshops.
- Coordinate on-boarding on new staff and HDR students as required.
- Coordinate and submit reimbursement and payment requests and provide ad-hoc support to other members of the Institute as required.

- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).