

Position Title	Administrative Assistant
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics
Classification	HEW 4
Position Number	00053304
Reports To	Senior Executive 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

- Completion of a diploma or certificate level qualification with relevant work experience, or an equivalent combination of relevant experience and/or training.

3.0 Key Responsibilities

- Manage the Institute reception desk effectively and perform reception duties including; greeting visitors, answering and redirecting all incoming calls, management of key and access card registers and managing entry into the Institute's car parks.
- Provide high-level administrative support to the Executive Officer including; arranging meetings, events/activities coordination and execution, records management, processing of correspondence and documents, database management and a range of electronic diaries, support with human resource matters such as recruitment and induction of new staff and students.
- Diary management for senior Executives including all meetings and other commitments, arranging conference registrations and travel, if required.
- Provide administrative support to Institute Committees as required.
- Coordinate and submit reimbursement and payment requests and provide ad-hoc support to other members of the Institute as required.
- Provide back-up and support to the Administration team and undertake other duties as required as relevant to the role.

- Maintain 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](#).