



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Senior Administration Assistant
REPORTS TO:	RM South
DIVISION:	Terminals and Landside, Operations
LOCATION:	Hobart
CONDITIONS:	Fixed-term (12 months), Full-time

PURPOSE OF THE POSITION

The purpose of this position is to provide the southern operations team with administrative leadership and support to meet budget and reporting obligation.

KEY DUTIES

- Support the Regional Manager South by providing administrative leadership across the team, and assisting with the preparation and management of the budget.
- Maintain business systems that relate to area of responsibility, analyse data and make recommendations that may improve the overall performance of the business unit.
- Assist with preparation of monthly reports, business cases and external contract administration.
- Generate and process customer invoices and departmental purchase orders and manage customer accounts including investigating and responding to enquiries.
- Liaise with the other internal TasPorts stakeholders in respect to the Asset Management System application and improvements.
- Perform other duties as required in accordance with qualifications and competence; including (but not limited to) Microsoft Office Suite, TRIM, Smart Asset, ChemAlert, Great Plains etc.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Regional Manager South, this position operates under general supervision in an autonomous capacity. The incumbent must possess the skills to understand and solve problems relating to standard duties as well as contribute ideas and display initiative. The incumbent must also possess the ability to schedule and manage their own work. The position requires the occupant to demonstrate a degree of independence in order to provide effective support to (but not limited to) the Southern Operations Team.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

Supervisory Responsibility

Nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Demonstrated capacity to assess priorities, plan workloads and work effectively under pressure to meet stringent deadlines when receiving inputs from multiple sources.
2. Demonstrated ability to positively influence and gain the support of others to achieve results.
3. Proven experience in providing analytical and administrative support at an executive level.
4. Sound knowledge and demonstrated experience in financial processing including the ability to prepare reports that include financial analysis and recommendations.
5. Competent in the use of Microsoft Office software, particularly Outlook, Excel and Word and previous experience in managing databases.
6. Proven ability to provide excellent customer service to internal and external customers and clients by possessing strong interpersonal and communication skills.

QUALIFICATIONS / LICENCES

Essential

- Ability to obtain and hold an MSIC

Desirable

- Certificate IV in Administration and/or Business
- A current Drivers Licence