



JOB DESCRIPTION

Position:	Reception/Administration
Employer:	Ashburton Community Centre
Location:	160 High Street, Ashburton
Reports to:	Manager, Ashburton Community Centre
Salary	\$53,352 (SCHADS Award Level 2) (pro rata for 15 hours per week)
Contract:	Fixed term to June 2019 – 15 hours per week
Contact person:	Sue Herbst
Closing Date:	Monday 11 th September 2017
Send Application To:	Sue Herbst manager@ashburtoncc.org.au

**In your application please write your claims against each of the selection criteria.
Interviews for short listed applicants will be held at the Centre on Thursday 14th September 2017.**

1. Summary of position

Ashburton Community Centre is seeking an enthusiastic administrative worker who will be responsible for receptionist duties and for a range of administrative tasks at the centre. The position is for 15 hours per week – Monday to Wednesday 9.00am to 2.30pm.

2. Background

Ashburton Community Centre has been operating since May 1986. Our services include short courses in a range of areas including Art, Cooking, Health Well Being, Language and Textiles and social group programs including Book Groups, Cryptic Crosswords, Table Tennis and Walking groups.

The Centre is managed through a Committee of Management.

3. Key Result Areas

- Provide a point of contact for enquiries and requests for information including course and room hire enquiries that is effective and efficient with a strong focus on customer service
- Efficiently process membership, enrolment and room hire bookings
- Enter data on membership, class and social group enrolments and room hire on ACC's data bases
- Accept monies for membership, class and social group enrolments and room hire
- Reconcile all payments received
- Maintain and improve the ACC's administrative systems and procedures

- Maintain the presentation and amenity of the reception areas, including all public notice boards and information displays
- Other duties as required

4. Key Selection Criteria

- Experience in delivering customer focussed services
- Excellent interpersonal skills
- Experience in office administration and database maintenance
- High level of computer skills including competency in Microsoft Office
- Experience in the collection, receipting and reconciling of monies received
- High level of organisation skills with the ability to set priorities and meet deadlines
- Demonstrated ability to take initiative and exercise judgement
- Ability to work independently and as part of a team

Appointment will be subject to satisfactory completion of National Police and Working with Children Checks.

A three month probationary period applies to this position.