



# Position Description

## Administration Trainee

### 1. Objectives of the Position:

- 1.1. The Administration Trainee shall assist to provide opportunities to the Ice Sports community.
- 1.2. As a member of a small office team the Administration Trainee will contribute to the objectives of the Ice Sports Federation and the operations of the organisation by the effective maintenance of information, preparation of correspondence, documents and other material of an administrative nature necessary for the efficient functioning of the administration department.
- 1.3. To provide general assistance – in a regular capacity – to other Staff In the Ice Arena as required and directed by the General Manager.
- 1.4. To participate in multi-skilling processes within the office in order to provide general assistance – in a relieving capacity – when other staff are not available for their normal duties (because of Annual Leave, Sick Leave, Rostered Days off, emergency situations, etc).

### 2. Skills and Knowledge

- 2.1. A general knowledge, respect and understanding of a Sporting environment.
- 2.2. An ability to communicate effectively and sensitively with Customers.
- 2.3. The ability to work as a member of a team
- 2.4. The ability to meet deadlines
- 2.5. The ability to work under direction and supervision
- 2.6. Understanding of computer literacy skills associated with the use of Microsoft Windows applications e.g. Word, Excel and Access.

### 3. Key responsibilities of the Position:

- 3.1. Provide quality administrative support services to South Australian Ice Sports Federation.
- 3.2. Assist the General Public with information on general enquiries.
- 3.3. Undertake any other appropriate duties as directed by the General or Human Resources Manager.
- 3.4. Exercise appropriate care and responsibility in respect of the positions own work environment, other employees and the public generally consistent with an employee's duties of care under the Occupational Health Safety and Welfare Act Regulations

**4. Experience and Qualifications**

- 4.1. A high level of effective oral, written and electronic communications
- 4.2. Self-starting and self-management skills
- 4.3. Possess a disposition that is conducive to working in a small team environment
- 4.4. Have a positive attitude
- 4.5. An application to problem solving that uses common sense and analytical skills
- 4.6. An attitude that recognises individual differences and needs of a diverse range of customers
- 4.7. Reliable, trustworthy and discreet in work practices

**5. Organisational Relationships:**

- 5.1. Reports to and supervised by: Human Resource Manager
- 5.2. Internal Liaisons:-
  - a) General Manager
  - b) Finance and Operations Manager

**6. Accountability:**

- 6.1. The incumbent will ensure that the Objectives of the Position and Key Responsibilities as listed are undertaken and carried out in an efficient, professional and conscientious manner, and, in accordance with established principles, standards and techniques and current policies.

**7. Performance:**

- 7.1. The performance of the incumbent will be appraised quarterly or as required under the direction of the General Manager.

**8. Probation Period.**

- 8.1. Three Months

**9. Contract Period.**

- 9.1. This is a 12 month contract position subject to the terms and conditions outlined on the letter of offer.

**Endorsement**

Name and Signature of employee

\_\_\_\_\_/\_\_\_\_\_/2014  
(Print Name) (Signature)

Name and Signature of General Manager

\_\_\_\_\_/\_\_\_\_\_/2014  
(Print Name) (Signature)