

POSITION DESCRIPTION

August 2024

Position Detail

Position Title	Administrative Officer
Employment	Full time, permanent
Reporting to	Development Manager
Staff supervised	nil
Expenditure Authority	\$500
Location:	Head Office, 250 Newnham Road, Mt Gravatt, Queensland. Some travel to site locations as required.

Job Purpose

Provide professional administrative support to the Development Division.

Duties

- Provide general administrative support to the Developments Division.
- Administration support for Document Management System (Procore).
- Undertake document management and record keeping
- Schedule internal and external meetings and take minutes of those meetings when requested
- Coordination of consultant fee proposals and contractor quotations including basic price analysis and presentation for review by the Developments Manager
- Contract administration support including:
 - compilation/preparation of contract agreements for review by the Developments Manager
 - data entry into job costs system
 - creation of payment schedules
 - invoice coding and account processing
 - generation of financial reports
- Provide communication link between Developments Division and contractors, consultants and suppliers
- Invoices and account processing including data entry in job costs and/or accounting systems where applicable
- Generate reports out of job costs or other sources as directed and conduct reconciliation exercises as required
- Maintain a product file and catalogue library on suppliers and other items including sample products

- Collate and maintain contractor information and supplier database
- Undertake short trips in TriCare vehicle for various work related reasons as required
- Liaise with internal management on related invoices and other administration issues
- Maintain all O&M documentation (including maintenance warranties)
- Undertake minor Contract Administration or other general tasks as directed or required to achieve goals of the Developments department

Skills and Knowledge

- High standard administrative skills and experience
- Highly proficient in use of MS Office suite
- Experience in the use of job costing or accounting packages preferred
- Experience with BLUEBEAM preferred
- Highly developed oral and written communication skills
- Good time management skills
- Ability to handle multiple tasks and meet deadlines
- High attention to detail
- Ability to interrogate invoicing and conduct account reconciliations

Personal/Other Attributes

- Punctual and committed to deadlines
- Good interpersonal skills; respectful and helpful
- Good telephone technique
- Ability to carry out instructions; promotes open communication and works in a co-operative manner within a team environment
- Self-motivated with the ability to work autonomously and multi-task
- Ability to effectively prioritise tasks and problem solve in response to changing demands
- Possession of a "C Class" drivers licence

Work Health and Safety

All employees have the responsibility to comply with and meet all obligations contained in:-

- Work Health and Safety (WHS) legislation
- Related WHS responsibilities; and
- TriCare's Injury Risk Management (IRM) standards

Performance Measures

- Annual Performance Review