

Hillsong Enterprise Development Position Description

Position Title: Enterprise Hub Administrator
Location of Position: Sydney
Division: Enterprise Hub
Date: January 2005

PRIMARY POSITION OBJECTIVE

To provide administrative support to the MED team in order to maintain excellent service to MED participants and stakeholders

OVERALL VISION

“To provide opportunities for Indigenous and non-Indigenous Australians to be transformed through, Micro Enterprise Development”.

CORE VALUES:

Respect, Commitment, Integrity, Accountability

POSITION REPORTS TO: Enterprise Hub Team Leader

POSITION TITLES OF PERSONS RELATING TO THIS POSITION


1. Enterprise Hub Loans Officer
2. Enterprise Hub Business Development Consultant
3. Capacity Development Advisor

HOW POSITION RELATES TO THE REST OF THE WORK:

The Enterprise Hub Administrator provides support to each Enterprise Hub and is directly supporting Business Development Consultants, Loans Officers and Capacity Development Advisors.

The key administrative functions involve, daily administrative support, receptionist duties and assistance with micro-finance administration.

KEY RESPONSIBILITIES

Responsibility Area	Task	Expected Result/Standard Required	Method of Measurement
<p>Co-ordination support to Enterprise Hub Staff</p> 	<ul style="list-style-type: none"> - Maintain client files - Produce and organise support documents. - Schedule client meetings - Reception duties - Typing and correspondence - Stock control of office supplies - Maintenance of office equipment 	<p>Up-to-date client data, easily accessed and located.</p> <p>Interviews for all Enterprise Hub staff managed efficiently.</p> <p>Front office environment is welcoming, professional and caring.</p> <p>All correspondence is written in a professional manner.</p> <p>Office is equipped to run efficiently at all times.</p>	<p>Staff Feedback Client Feedback Efficient operation of office systems</p>
<p>Management Information System support</p>	<ul style="list-style-type: none"> - Data Entry - Communication of information to Co-ordination Unit - Filing and storage of reports 	<p>Well maintained M.I.S, that is:-</p> <ul style="list-style-type: none"> - Secure - Up-to-date - Informative 	

CRITICAL QUALIFICATIONS/SKILLS/EXPERIENCE

Skills/Experience:

- Ability to prioritise activity
- Systematic
- Competent in Excel, Microsoft Outlook, Word, Powerpoint.
- Keyboard skills (minimum 50 wpm)
- Financial literacy
- Bookkeeping and financial records management experience preferred.
- Sound level of literacy for support with correspondence and proposals.
- Ability to learn computer-based M.I.S applications
- Attention to detail
- Excellent communication skills for receptionist duties
- Demonstrate commitment to excellent customer service
- Experience with reception telephone techniques preferred

Aptitude:

- Addition of Value (taking opportEnterprise Hubies to innovate and 'go the extra mile')
- Function cross-culturally
- Decisive and reliable
- Team approach
- Commitment to the overall Vision
- Sincere interest for well being of clients.

Position Description Approved By:

Position Title:

Signature:

Date:

Employee/Contractor:

I have read and agree with this position description

Signature:

Date: