

## Administration Officer

Amity is a for-purpose community organisation based in Darwin. Amity delivers a range of professional evidence-informed services and programs that encourage healthier habits and lifestyles. Amity specialises in the areas of *alcohol, other drugs, gambling* and associated areas of *mental health*.

Amity works with people to understand their needs and aims to work collaboratively to encourage healthier habits and lifestyles by providing information and educational strategies for harm minimisation, building upon current skills and/or developing new skills that may assist people. Amity works in a manner that is non-judgemental, supportive and encouraging. We are recognised for our commitment, connection and contribution to our community.

### Responsibilities:

As the Administration Officer, you are directly responsible to the Manager Corporate Services. The key functions of this role are:

- Welcome clients to the agency and provide assistance including coordinating reception services and general office duties;
- Maintain current administrative processes and procedures such as: key register; internal filing/data entry of the finance system;
- Manage counselling client bookings;
- Assist with employee administrative and quality induction/exit;
- Purchase required agency administration items following ethical purchasing considerations;
- As directed, engage in further activities that contribute to the functional operation of the agency, and
- Provide assistance to the Amity Board including minute taking at Board Meetings

## Selection Criteria

### Essential:

- Accuracy and attention to detail.
- A focus on problem solving.
- A 'can do' attitude and willingness to contribute to continuous improvement.
- High level communications skills.
- Ability to maintain confidentiality.
- Initiative and ability to work unsupervised as well part of a small team.
- An understanding of the values of Amity and the ability to implement these values in day to day work practice
- Ability to pass a criminal history check and Working with Children Card.
- A Northern Territory Driver's License.

### DESIRABLE

- Previous experience with data entry, extraction and reporting.
- Knowledge of the local Darwin Community and the community sector.

### What Amity Offers:

- A workplace that values and actively supports career development and continual learning;
- 6 weeks annual leave;
- the option of salary sacrificing;

Applicants are welcome to contact [habitwise@amity.org.au](mailto:habitwise@amity.org.au) using the subject line: the **Administration Officer application.**

**Closing Date 12/11/2021**