



Admin Assistant Job Description

Overview

Tasked to provide a supporting role for the continued growth of the business with an admin facility with small amount of financial work.

Providing the information and services to staff to support and maintaining the compliance with established guidelines, codes, and regulations the business is required to work to.

Responsibilities and Duties

- Assisting Director's with daily tasks as necessary
- Daily database/log updates – log to be kept up to date and checked
- Maintain filing systems and keep information current/active
- General administrative duties
- Small amount of financial work to input invoices/information onto Xero – fuelling invoices
- Accuracy including check and double-checking work
- Excellent organisation skills
- Keeping files up to date in Microsoft Word & Excel
- Work under pressure and be self-motivated to deliver work requirements

JD006

Revision 1

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