

JOB DESCRIPTION – OFFICE ADMINISTRATOR

<p>POSITION</p>	<p>Title: OFFICE ADMINISTRATOR</p> <p>Location: Yatala Office</p> <p>Reporting to: Office Manager</p>
<p>QUALIFICATIONS</p>	<p>Essential: Good communication, inter personal, computer systems set up and assistant book keeping skills. Hard working and loyal.</p> <p>Desirable: Self-motivated with significant experience in multi-tasking as necessary in performing general office administration duties.</p>
<p>JOB SUMMARY</p>	<p>The Office Administrator has responsibility for general office reception and administration to the high standard necessary to support MFG's operation.</p>
<p>OTHER STAFF INTER RELATIONSHIPS</p>	<p>Primary communication with and direction from MFG's Office Manager with interface as necessary with MFG's Director of Operations. Regular liaison with MFG's Head of Maintenance and Servicing regarding assisting with all maintenance record keeping and reporting procedures. Regular communication with all staff in relation to matters such as wages and claims processing, flight and accommodation booking, and day to day business operations issues. Occasional assistance to other senior staff in preparing information or update packages as may relate to MFG's Integrated Management System.</p>
<p>DUTIES PERFORMED</p>	<ol style="list-style-type: none"> 1. Office receptionist. 2. Travel bookings and accommodation resolution for all staff at all isolated projects as may be directed by the Office Manager, including travel by the Managing Director. 3. Follow up and monitoring as necessary in relation to appropriate accommodation for all staff at all times. 4. Training on wages payment procedure by the Office Manager until such time as can be undertaken independently. 5. Checking of any entry details as may be required from time to time by the Office Manager in relation to general book keeping records. This may extend to matters such as sub-contractor, supplier, specialist consultant services and other MPC operations payments processing (e.g. insurances, office stationery & equipment supplies, electrical & water bills, rates & tax's, Plant Hire, general vehicle operations and maintenance costs). 6. Employee resources data base upkeep and management. 7. Assist MFG's Head of Maintenance and Servicing in all record keeping necessary for the proper reporting of invoices, audits, supplier or sub-contractor services required for the satisfactory management of the maintenance compound. 8. Appropriate documentation control and set up of general reporting and recording systems in compliance with MFG's Integrated Management System.

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	<p>9. Assisting the office Manager in managing the holiday & sick leave registers of all staff.</p> <p>10. Maintain a reliable inventory of office stationery and supplies.</p> <p>11. Ensure sufficient copies of up to date Staff Induction Kits are available as compulsory briefing to all new staff as well as Vehicle Kits for all office vehicles at the direction of MFG's Director of Operations.</p>
EQUIPMENT & MATERIALS USED	Front desk office computer, communications equipment and general office stationery.
EFFECT ON QUALITY	The Office Administrator plays an important role in assisting the Office Manager towards successful office operation at all levels in order to properly support the activities of all work crews at all of MFG's projects.

EMPLOYEE

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