



POSITION DESCRIPTION

Administration Assistant



Position	Administration Assistant
Position Reports to	Deputy Head of College

General Description of the Position	The Administration Assistant is responsible for the timely administrative support to the pastoral and academic work of the College.
Specific Duties and Responsibilities	<ol style="list-style-type: none">1. Provide administrative and clerical support2. Typing and formatting of documents3. Scanning of documents and upload to College records4. Make calendar bookings, liaise with parents5. Take phone enquires and keep accurate notes6. Update student records on College database7. Other administrative duties as part of an office environment
Essential Qualifications, Skills and/or experience	<ol style="list-style-type: none">1. Understanding of and willingness to contribute to the mission of Mueller College2. Time management and organizational abilities3. A thorough understanding and adherence of the need to maintain utmost confidentiality4. Maintain professional image in regard to work attire and general presentation5. Excellent communication skills, both written and oral6. Ability to function effectively as both an individual and a member of a team7. High level computing skills including the ability to use Word, Excel, TASS8. Excellent interpersonal skills9. Knowledge and ability to work within Workplace Health and Safety Guidelines within the Science area10. Demonstrated ability and preparedness to deal with confidential documentation and information in the strictest confidence.