



## **Mackay Division of General Practice Ltd**

43 Evans Avenue, Mackay Qld 4740

Tel: 4953 4491 Fax: 4953 4681

Email: [admin@mackaydgp.com.au](mailto:admin@mackaydgp.com.au)

Website: [www.mackaydgp.com.au](http://www.mackaydgp.com.au)

ABN 21 062 930 385

# POSITION DESCRIPTION

## **1.0 Position Overview**

- 1.1 Position Title: Administration Assistant
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: Casual
- 1.4 Reports to: Office Manager
- 1.5 Salary: Depending on experience
- 1.6 Method of Work The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract).
- 1.7 Location: Mackay

## **2.0 Position Objective**

- 2.1 To provide administrative support to the Mackay Division of General Practice Ltd.

## **3.0 Key Responsibilities**

- 3.1 Assist in all Divisional administration activities, with the ability to take on tasks with instruction but minimal supervision.
- 3.2 Assist the Office Manager to ensure the necessary administrative support is provided to the health services and health programs staff.
- 3.3 Responsible for providing day-to-day administrative functions of the Division offices and consulting rooms.
- 3.4 Assist others in the administration team.
- 3.5 Any other duties as directed.

## **4.0 Qualifications/Abilities/Skill/Experience**

- 4.1 Knowledge of the utilisation of modern communication and information technology including the use of all software programs in Microsoft Professional Suite.
- 4.2 Experience in a modern office environment preferably in an organisation of tertiary qualified staff delivering quality professional services
- 4.3 An appropriate post-secondary (tertiary) qualification, or equivalent competencies that would have been gained through relevant experience in clerical and office administration.
- 4.4 Very good communication skills, both written and oral, including experience in taking minutes for meetings.
- 4.5 A demonstrated ability to be self directed and take initiative.
- 4.6 A current driver's licence.

## **5.0 Personal Qualities**

- 5.1 Possession of initiative, tact, integrity and discretion, and an understanding of confidentiality.
- 5.2 Reliability in meeting deadlines and commitments.
- 5.3 A high standard of personal presentation.
- 5.4 Flexibility to attend Divisional events and activities scheduled outside normal business hours.
- 5.5 Ability to work as a member of a team.

## **6.0 Your Application**

Your application should address the requirements outlined in sections 4 & 5 above, and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email [admin@mackaydgp.com.au](mailto:admin@mackaydgp.com.au)

Should you require further information please contact the Office Manager on telephone 4953 4491. Late applications may be accepted at the absolute discretion of the company.

**Please note: Canvassing of the Company's GP Board Members will automatically disqualify any applicant.**