
POSITION	Administration Trainee
EMPLOYMENT STATUS	Fixed Term Full Time
CLASSIFICATION	Band 1 – Level 1 Trainee Scale
EMPLOYMENT CONDITIONS	Goldenfields Water County Council Enterprise Award 2023
SECTION	Corporate Services
LOCATION	Temora
REPORTS TO	Corporate Services Manager

To achieve the mission and vision of Goldenfields Water, Council and its employees have a core set of corporate values. These values benchmark the expected standards of behaviour and underpin and guide our everyday decision making and activities. Our corporate values are:

INTERGRITY TRUST RESPECT TEAMWORK CONTINUOUS IMPROVEMENT

POSITION OBJECTIVES

To provide support in the delivery of administration, finance, and customer services for Council.

WITHIN SECTION

- Responsible for day-to-day administrative support and customer service through reception and other administrative tasks to support the team.
- To contribute to a team approach for all staff within the Department.

WITHIN ORGANISATION

- To maintain high levels of communication with all other Departments of the organisation so that they can operate in a consistent, efficient, and professional manner.
- To ensure a professional and compatible work environment while providing a helpful, efficient, and courteous service to internal and external stakeholders.
- To provide a prompt response to inquiries from internal and external stakeholders.

KEY DUTIES AND KEY RESULT AREAS

Key duties include, but are not limited to:

- Provide over-the-counter and telephone reception service to customers.
- Maintain water account records under supervision including, s603 certificates, notices of sales/transfers and payment vouchers.
- Provide daily data input and administration under supervision.
- Assist with electronic record keeping requirements and other filing.
- Maintain office equipment including printers and photocopiers.
- Complete daily banking and mail runs.
- Assist with accounting functions, including but not limited to data entry of Plant Hire transactions.
- Purchase and distribution of morning tea supplies.

- Contribute effectively to the Administration Team environment, providing support to staff as required.

CORPORATE REQUIREMENTS

- Maintain awareness and compliance work, health, safety and environmental policies and procedures to ensure commitment in promoting and practicing work, health, safety and environment protection.
- Maintain awareness and compliance with Council's Code of Conduct and policies, including the EEO Policy, Anti-Bullying and Harassment Policy, and relevant risk management protocols.
- Willingness to undertake and commitment to continuous improvement.
- Work flexibility to meet the demands of the organisation.
- Adhere to corporate record keeping requirements.

INFORMATION MANAGEMENT

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

KEY SELECTION CRITERIA

ESSENTIAL CRITERIA

- A keen willingness to undertake a Certificate III in Business Administration and learn on the job.
- High level written and verbal communication skills.
- Demonstrated experience in the use of Microsoft Office products combined with accurate keyboard and data entry skills.
- Demonstrated ability to prioritise and complete tasks within set time frames.
- Demonstrated ability to participate and contribute effectively to a team environment.
- Understanding of and commitment to Equal Employment Opportunity and Work Health and Safety requirements in the workplace.

DESIRABLE CRITERIA

- Current NSW Driver's Licence