



# POSITION DESCRIPTION

**Position Title:** Administrative Assistant, Rural Palliative Care Program

**Reporting to:** Program Coordinator, Rural Palliative Care Program, and ultimately the Executive Officer

## POSITION OBJECTIVES

To provide administrative support to the Program Coordinator, Rural Palliative Care Program, MNCDGP, in a timely and professional manner.

## KEY RESPONSIBILITIES

- Organise meetings and events for the program on a regular basis, including any associated venue bookings and catering.
- Typing of minutes, letters, flyers and mail outs, and mailing of same.
- Data entry as required into the Palliative Care Information System.
- Other administrative duties are required, including telephone support, email, and photocopying.

## ESSENTIAL REQUIREMENTS

- Sound experience in office administration duties.
- Excellent computer literacy skills, including word processing, database, spreadsheets and software applications skills and knowledge.
- Strong Planning and Organisational skills.
- Effective interpersonal and business communication skills, including written, verbal and non-verbal communication.
- Ability to work independently and as part of a team to achieve planned organisational outcomes.
- Strong understanding of and commitment to relevant Occupational Health and Safety, Equal Employment Opportunity legislative requirements

## DESIRABLE REQUIREMENTS

- Current NSW Driver's Licence

Signed: .....

Dated: .....