



## **ADMINISTRATION OFFICER JOB DESCRIPTION AND DUTY STATEMENT**

### **The Role**

The Administration Officer working under general direction will support the administration functions of First Nations Media Australia (FNMA).

Reporting to the Operations Manager, the Administration Officer will be responsible for providing a wide range of administrative functions to support the day-to-day operations of the organisation and provide support to First Nations Media Australia staff.

Please Note: Duties may vary in line with the priorities of the organisation and may be re-defined by the Operations Manager. Broadly they include:

### **Key responsibilities**

- Provide polite and friendly assistance at the front counter of FNMA's Alice Springs head office from 9:00am to 5:00pm, Monday to Friday.
- Handle direct, telephone or email enquiries from internal and external stakeholders and if necessary direct enquiries or take and pass on messages for the appropriate staff member.
- Receive, collect, sort and distribute incoming and outgoing mail.
- Ensure the office environment is kept tidy and welcoming.
- Maintain record systems and databases.
- Develop and maintain networks with internal and external stakeholders to provide information and support the role of FNMA as the peak body for First Nations' Media and Broadcasting.
- Order office supplies and keep an inventory of stock.
- Support FNMA staff in the booking of travel and payment of accounts etc.
- Assist with preparation and organisation of meetings and events.
- Provide administrative support for FNMA's committees including scheduling, minute taking, distribution of agendas and related documentation and assist with follow up as required.
- Provide support in the maintenance of FNMA vehicles and office equipment.



- Other duties as required.