

## Admin Support Officer – Position Description

Position Description no.	PD002	Version	004
Drafted by	Acting GM	Approved by Acting GM	October 2025
Responsible person	Acting GM	Scheduled review date	January 2027

<b>Job title:</b>	Admin Support Officer
<b>Reports to:</b>	Operations Manager
<b>Salary:</b>	Casual hourly rate is \$32.18 for Level 1 employees
<b>Other entitlements:</b>	<ul style="list-style-type: none"> <li>• Ten days of cultural leave per year</li> </ul> Entitlements offered after successful completion of probation period: <ul style="list-style-type: none"> <li>• Annual Holiday Travel Allowance</li> <li>• Two weeks paid leave</li> </ul>
<b>Job location:</b>	Lot 490 Angurugu with occasional travel to other communities within the Groote Archipelago.
<b>Hours of work:</b>	This is a casual role working up to 27.5 hours per week or 5.5 hours per shift. GEAT’s normal operating hours are 8am and 4pm, Monday to Friday. Hours are to be worked within that time period. Start and finish times will be negotiated upon commencement.
<b>Job scope:</b>	Support Officers are motivated and enthusiastic employees who are committed to team work. Support Officers assist with administrative and operational tasks.
<b>Duties:</b>	<p>These are the key duties and responsibilities for this role and they are subject to regular review. Any significant changes to the role will be subject to consultation.</p> <ol style="list-style-type: none"> <li><b>1. Community Engagement</b> <ul style="list-style-type: none"> <li>• Provide community members with information about services and supports offered by GEAT.</li> </ul> </li> <li><b>2. Operations</b> <ul style="list-style-type: none"> <li>• Work cooperatively and support GEAT managers and employees.</li> <li>• Answer telephone, front counter and boardroom enquiries.</li> <li>• Assist with scanning and destruction of documents.</li> <li>• Assist with maintaining records and filing systems.</li> <li>• Assist with meetings, events and projects including set up, pack down, transport and support during the event as required.</li> <li>• Assist with purchasing office supplies.</li> <li>• Attend to spot cleaning in the office, boardroom and toilets.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>• Perform additional admin duties as required.</li></ul> <p><b>3. Risk Management</b></p> <ul style="list-style-type: none"><li>• Understand and comply with all policies and procedures.</li><li>• Identify and report incidents, risks or hazards.</li><li>• Assist with maintaining safe working environments.</li><li>• Attend workplace training.</li></ul>
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