

POSITION TITLE	ADMINISTRATION ASSISTANT
REPORTS TO	CHIEF EXECUTIVE
ROLE	<p>Hockey Victoria (HV) is the state sporting organisation responsible for the development, coordination and promotion of hockey in Victoria.</p> <p>The Administration Assistant plays a key role within HV because often they are the first point of contact for the organisation.</p> <p>The Administration Assistant will be responsible for the management of all incoming communications, meet and greet of visitors, providing administrative assistance to the Chief Executive and all departments, office duties, assisting with the coordination of special events and competitions and many other administration functions.</p>
EMPLOYEE SIGNATURE	<hr/>
DATE	____/____/____
APPROVED BY	<hr/>
DATE	____/____/____

PRINCIPAL DUTIES

1. Correspondence:

- Answer all incoming telephone calls; direct to the appropriate person or take messages as required.
- Answer general email enquiries and refer to the appropriate HV staff member.
- Assist with website updates and news items as required.
- Liaise with HV affiliates (clubs & associations) via email or phone.

2. Office Duties:

- Manage the reception area, including meet and greet visitors; maintain a professional and tidy presentation; offer and provide refreshments to guests.
- Collect mail daily, open and sort, distribute to appropriate departments.
- Manage and arrange all courier deliveries and collections.
- Manage incoming facsimiles and distribute to appropriate departments.
- Maintain an inventory of office stationary and supplies and order as appropriate.
- Manage the service agreements (repairs and maintenance) for photocopiers and printers.

3. Administration Assistance:

- Where an opportunity exists, provide further assistance to all HV departments.
- Complete HV player transfers (enter into database, update player details, etc.).
- Database maintenance including updating of player details on the HockeyNet database.
- Assist with the operations of hockey events, competitions and development programs as required.

4. Bookings:

- Coordinate the ground bookings for the State Netball Hockey Centre (SNHC) by liaising with the SNHC bookings staff.
- Coordinate the booking of meeting rooms for Board Meetings, General Meetings (eg. AGM), Committee Meetings and club/association forums when necessary.
- Maintain the bookings system and identify improvements.
- Prioritise bookings for the Victorian Institute of Sport (VIS), HV Competitions & Events, HV State & Representative Teams, Schools and Clubs/Associations.
- Attend fortnightly SNHC Tenants Meetings.
- Complete an end of month bookings report for Finance Coordinator to assist with invoicing.

5. Officiating:

- Liaise with HV Officiating Committee (HVOC), attend monthly meetings and produce Minutes of these Meetings.
- Circulate & post the HV umpire rosters on the HV website.
- Liaise with HVOC to ensure umpires have been provided for state team trials and practice matches.
- Liaise with Hockey Australia (HA) regarding HA umpire panels.
- Maintain HV Umpires database.
- Be a point of contact for all HV umpires.

6. Chief Executive:

- Provide administration assistance to the Chief Executive as required.
- Provide filing and archiving of files.
- Attend monthly Board Meetings and the Annual General Meeting as the Minute Secretary.
- Organise committee meetings as requested.

7. Any other duties as requested.

- Provide administrative support to all HV staff members as required.

KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • HV Staff • HV Board • HV Affiliates (Clubs & Associations) • Hockey Australia • State & Territory Hockey Associations • State Sport Centres Trust Staff • HV Sponsors & Program Partners • HV Committees • General Public
POSITION SKILL REQUIREMENTS:	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent organisational skills and the ability to prioritise tasks • Strong interpersonal and communication skills • Administrative skills and experiences across the MS Office environment • Ability to work well in a small team environment • Flexibility • Absolute administrative self-sufficiency, with the capacity to manage work while assisting other Hockey Victoria staff as required <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of the sport of hockey • Database and website experience • Appropriate sports management / event management / administration qualifications
KEY PERFORMANCE INDICATORS	<ul style="list-style-type: none"> • Answer telephone calls promptly • Respond to all queries in a timely manner • Maintain a harmonious office environment • Positive feedback from HV staff, affiliates, committee members, etc. • High level of support provided to HV staff
LOCATION:	<p>The position is located at the State Netball Hockey Centre, Brens Drive, Parkville.</p> <p>A car park will be provided.</p>
SALARY:	<p>Appropriate remuneration will be negotiated with the preferred applicant.</p> <p>A Workplace Agreement shall be provided and will include superannuation and leave entitlements.</p>