



PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY



TERRITORY WILDLIFE PARK MISSION:

“To provide nature based cultural and recreational opportunities for Territorians and biodiversity conservation in partnership with Indigenous people”

VOLUNTEER ROLE DESCRIPTION

Position Title: Volunteer Administration Assistant
Work Unit: Territory Wildlife Park
Responsible to: Administration Manager / Volunteer Coordinator

Primary Objective

Maintain an efficient work unit by providing office administration services and personal assistance to the Administration Manager and other staff.

Key Responsibilities

- Perform reception duties by receiving and directing visitors and telephone inquiries to staff.
- Process incoming and outgoing correspondence and maintain the file system and other office records.
- Provide personal assistance and administrative support to the Admin Managers and other staff as required.

Requirements

Essential:

- Strong interpersonal and oral communication skills with the ability to relate positively and effectively with people of all ages and from all backgrounds.
- Ability to provide friendly service and communicate effectively with public, contractors, visitors and staff.
- Demonstrated ability to work effectively as part of a team, maintaining a positive, enthusiastic approach.
- Ability to apply initiative, to be adaptable and to effectively prioritise workloads.
- Experience using word-processing, spread sheet and general office applications.
- Understanding of the principles of equal employment opportunity, occupational health and safety.
- Possess a current C class driver's licence or ability to obtain.

Desirable:

- Knowledge of general office administration processes including procurement guidelines and processing financial accounts.
- Experience maintaining a records filing system.
- Ability to perform courier duties in a professional manner for purchasing or other staff.

Skills you could acquire:

- Office administration processes including records filing, procurement guidelines and processing financial accounts.
- Knowledge of Top End flora and fauna, Aboriginal culture, history and environmental issues.

Further Information

For further information please contact Sarah Hirst on 89887207 or via email at Volunteers.TWP@nt.gov.au

***Please note this position description is provided as a guide for VOLUNTEER PLACEMENTS only. It is not a paid position and has no guarantee of leading to future employment.*