



## Administrative Assistant

### Position Description

<b>POSITION:</b>	<b>Administrative Assistant</b>
<b>REPORTING TO:</b>	<b>Relevant Unit ,District or Region</b>
<b>DATE:</b>	<b>July 2010</b>
<b>TIME COMMITMENT:</b>	<b>Weekly - 2 hours</b>

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#### BACKGROUND

Guides South Australia is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

#### DUTIES

- To provide administrative support to Leaders as required and deal promptly with all correspondence.

#### KEY SELECTION CRITERIA

- Highly developed communication skills.
- Problem solving attitude and a commitment to generate workable solutions.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Excellent administrative, co-ordination and organizational skills.
- Demonstrated understanding of all administrative functions and equipment usage.