

# Capricorn Investment Partners Limited

## Position Description

<b>Position Title:</b>	<b>Reception/Administration Support Officer</b>
Location:	Rockhampton
Position Type:	Full Time
Standard Hours:	38hrs per week
Salary Range:	Negotiable
Accountability of Position:	General Manager

### **Purpose:**

The Receptionist - Administrative Support Officer is responsible for:-

- Providing reception services and administrative support for all CIPL staff; and
- Contributing as part of the CIPL team, towards building relationships with all current and prospective clients.

### **Responsibilities:**

- (1) Attend to reception and client enquiries in an efficient manner, giving clear and concise information and assistance.
- (2) Support and contribute to the completion of daily, weekly, and monthly transactional processing as required.
- (3) To act as cashier in adherence with all associated banking procedures.
- (4) Provide secretarial support to all CIPL staff members on an as required basis.
- (5) Contribute towards the maintenance of client and administrative filing systems and data bases.
- (6) Maintain the reception and office area as a clean, safe and efficient working environment, monitoring and attending to the provision of stores and equipment etc necessary for the efficient function of the office.
- (7) As directed, ensure correspondence, reports, and required documentation is prepared and distributed with attention to detail, quality, accuracy and client service.
- (8) Ensure all office, cleaning, and staff kitchen supplies are monitored and available as required.

### **Reporting of this Position:-**

Directly to: The General Manager

### **The appointee of this position will:**

- Liaise with the General Manager on a regular basis to prioritise and maintain work flow efficiency.
- Liaise with the Client Services Manager in relation to priorities for client service initiatives.

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**Qualifications/Experience:**

- The desired appointee will have secondary school education with sound knowledge of book keeping principles.
- Previous secretarial/receptionist experience in an office environment.
- Sound skills in the Microsoft Office suite of programs eg Word, Excel, Publisher, Powerpoint etc.

**Additional Factors:**

The appointee will be required to-

- Comply with all CIPL Policy and Codes of Conduct relevant to our employees.
- Undertake any additional training as necessary to enhance proficiency.
- Hold a current driver's licence.
- Be responsible and accountable for ensuring that workplace health and safety and regulatory compliance requirements are maintained.

**Confidentiality:**

As an employee of Capricorn Investment Partners Limited, the appointee must not at any time during or subsequent to your period of employment, disclose any information concerning the business affairs of clients, or that of the Capricorn Investment Partners Limited to any third party unless pre-approved by the Managing Director or required by law.

**Key Selection Criteria:**

- (1) Demonstrated sound level of communication and interpersonal skills with the ability to liaise with a varied customer base and work effectively in a team environment.
- (2) Demonstrated sound level of skill in Microsoft Office suite of programs including Word, Excel and PowerPoint together with an ability to readily learn other software programs.
- (3) Previous secretarial/receptionist experience in an office environment would be highly regarded.
- (4) Demonstrated sound understanding and application of book keeping principles.
- (5) A sound knowledge of the Capricorn Investment Partners Ltd Financial Services Guide.
- (6) A current "C" Class Driver's License.

**Last Review Date:**

3 January 2012

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