

<b>Job Title:</b>	<b>Office assistant</b>
<b>Location:</b>	WSAA offices, Level 8, Suite 8.02, 401 Docklands Drive Docklands, VIC, flexible, hybrid working model.
<b>Salary:</b>	Competitive salary
<b>Responsible to:</b>	Director, Business Excellence

We welcome candidates from all backgrounds and value diversity and inclusion in our workplace. We encourage all applicants, including Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ and culturally diverse communities to join WSAA.

### **Main responsibilities**

- Provide administration and office support services to facilitate effective business operations.
- Support WSAA staff with general administration tasks.

### **About WSAA**

The Water Services Association of Australia (WSAA) is the peak industry body representing the urban water industry. Our members provide water and sewerage services to over 24 million customers in Australia and New Zealand and many of Australia's largest industrial and commercial enterprises. WSAA facilitates collaboration, knowledge sharing, networking and cooperation within the urban water industry. We are proud of the collegiate attitude of our members which has led to industry-wide approaches to national water issues. [www.wsaa.asn.au](http://www.wsaa.asn.au)

### **Duties and responsibilities**

- Assist the broader WSAA team with their administrative requirements including:
  - Booking of interstate travel, accommodation, catering and meeting rooms associated with in-person WSAA meetings;
  - Preparation and editing of documents, and correspondence in relation to WSAA projects;
  - Filing and other duties to ensure the office runs smoothly;
- Answer incoming telephone calls and assist in monitoring generic email accounts, ensuring that all enquiries are responded to and followed up as required;
- Background support for online meetings;
- Process and monitor workshop, network and conference registrations on the Eventgate system;
- General administration associated with the WSAA member website and Code Shop including individual account management and other “back end” tasks;
- Assist with the management of internal IT including responses and engagement with our IT service provider;
- Assist with basic video editing and uploading of videos to the web;
- General administration duties such as ordering stationery, managing office and kitchen supplies, organising couriers, and collecting and distributing mail.

## **Experience and skills**

### Key Attributes

- The Administration assistant will be required to demonstrate the following key attributes:
- Able to work autonomously;
- Multi-skilled and adaptable with the ability to show drive and initiative;
- Strong attention to detail;
- Efficient and highly organised;
- A flexible approach to business and the ability to manage conflicting priorities.

### Personal Qualities

The Administration assistant should be:

- Proactive and energetic;
- Friendly telephone manner and excellent communication skills;
- Personable and easy going;
- Professional personal presentation.

### Qualifications

- Must be computer literate with a sound knowledge of Microsoft Office and the ability to pick up new systems is essential.

### Experience

- Have experience in administration or similar role is desirable but not mandatory.

## **Terms of appointment**

Part time (3 days a week) 2-year contract, pending the completion of a successful 6-month probationary period. Some travel in Australia may be required. The 3 days can be over 4 or 5 days of the week.

## **Questions and how to apply**

To apply send your CV with a covering letter detailing your experience relating to the above duties and responsibilities to Greg Ryan, Director Business Excellence [greg.ryan@wsaa.asn.au](mailto:greg.ryan@wsaa.asn.au), mobile 0418 321 632.