



TECTONICA AUSTRALIA Pty Ltd  
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Victoria, Australia  
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<http://www.tectonica.net>  
**COMMERCIAL-IN-CONFIDENCE**

## RECEPTIONIST

Tectonica is seeking to appoint a Receptionist to oversee the day to day office administration of an Engineering office, working in an environment of complex integration projects for Defence and industry. This position reports to the Services Manager.

The specific areas of responsibility for assigned tasks will include, but not be limited to, the following:

### **General Reception duties:**

- Answer inbound calls and direct as necessary using company PABX system;
- Receive all visitors, using sign-in log and visitor passes;
- Manage all catering for company functions, meetings etc.
- Maintain cleanliness & supplies of all meeting rooms, kitchen and other facilities
- Maintain legal documentation files
- Collect mail and distribute as required
- Maintain Company documents archive
- Manage uniform issue to staff
- Manage courier services
- Maintain and upkeep office equipment, order stationery and supplies
- Coordinate maintenance and cleaning providers
- Diary management, including assistance with scheduling meetings, travel bookings, recording minutes, file documentation, and other duties as directed, in support of the Management Team.
- Maintaining facilities and assets, including security codes;
- Assisting with payroll-related activities, as required
- Assist the Accountant by undertaking any finance-related administrative tasks as directed
- Ad hoc administration

The successful applicant will have:

- Strong experience in Office Administration
- Exceptional presentation and communication skills
- Warm, friendly personality with a team-oriented attitude
- Highly competent with Microsoft Office (especially Word, Excel & PowerPoint)
- Strong attention to detail
- Ability to effectively multi-task
- A Degree/Diploma in Accounting, Business Administration, Office Administration, Accounting or Bookkeeping
- At least 4 years professional experience

Candidates must pass a satisfactory police check and hold Australia citizenship or legal right to work in Australia

**Applications close Friday 19<sup>th</sup> September 2014**  
**Email to: [enquiries@tectonica.net](mailto:enquiries@tectonica.net)**

# POSITION DESCRIPTION

<b>Position:</b>	<b>Receptionist</b>
<b>Reports To:</b>	Services Manager
<b>Supervises:</b>	Nil
<b>Location:</b>	West Melbourne
<b>Tenure:</b>	Permanent Part Time: 24 hours per week, Monday to Thursday
<b>Conditions:</b>	As detailed in the Employment Contract.
<b>Authority:</b>	

- May purchase Office goods and services to the value of \$500.

## General Responsibility:

- Office Administration

## Specific Areas of Responsibility:

The specific areas of responsibility for assigned tasks will include, but not be limited to, the following:

### General Reception duties:

- Answer inbound calls and direct as necessary using company PABX system;
- Receive all visitors, using sign-in log and visitor passes;
- Manage all catering for company functions, meetings etc.
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- Maintaining facilities and assets, including security codes;
- Assisting with payroll-related activities, as required
- Ad hoc administration

### Other:

- Assist the Accountant by undertaking any finance-related administrative tasks as directed
- Personally contribute to the development and maintenance of a high professional standard of Office practices at Tectonica
- Comply with the Business Management System at all times

**Qualifications & Experience:** *Essential:*

- Strong experience in Office Administration
- Exceptional presentation and communication skills
- Warm, friendly personality with a team-oriented attitude
- Highly competent with Microsoft Office (especially Word, Excel & PowerPoint)
- Strong attention to detail
- Ability to effectively multi-task
- A Degree/Diploma in Accounting, Business Administration, Office Administration, Accounting or Bookkeeping
- At least 4 years professional experience
- A satisfactory police check
- An Australia citizenship or legal right to work in Australia

*Desirable:*

- Experience in a technical business environment
- Experience with Payroll & Bookkeeping systems and processes
- Level 2 – First Aid

**Personal Qualities:**

- Excellent communication skills (both written and oral)
- Ability to work with others in a team environment, including sharing knowledge and experiences
- Excellent time and task management skills
- Ability to multi-task and prioritise tasks to meet deadlines
- Methodical, with high attention to detail
- Able to maintain confidences and confidential materials as appropriate
- Good commercial sense and problem solving skills
- Able to adapt to new tasks, technologies, processes and procedures
- Customer focused
- Display behaviors which reflect Company values