

# HealthServe Australia Administrative Officer

## Job description

### **The Administrative officer of HealthServe Australia (HSA) will work as**

An assistant to CEO & in consultation with the accountant (of finance officer) and other officers in the overall administration of HealthServe Australia in the following matters

- Mailings, incoming and outgoing from the HSA office at Terrigal
- Incoming emails & phone calls
- Database management – on and off line
  - Responsible for the design and proper application of any changes required in database formatting
  - Ensuring all required data of donors, subscribers, members of HSA is kept up to date and is readily available for officers' use
- Web site management (not editing) including but not limited to
  - Liaising with web site editor, in all matters that involve a significant change in the way the web site operates
  - Liaising with the web host, bank, PayPal and other associated organisations involved in links to the web site
  - Obtaining materials for web site in liaison with other officers – e.g. web editor, projects officer, promotions officer
- Proper computer and hard copy of the official records of all required materials, with special reference to the requirements of the registering bodies to which HSA is responsible and the Australian Tax Office
- Organisation of staff meetings as required & follow up of decisions made at staff meetings
- Procedures manual involving
  - the proper recording and updating of all policy decisions made by the governing body
  - and the dissemination of relevant information in the manual required to manage the organisation effectively and in a manner in line with governing body's policy decisions
- Reminders to other officers of time lines required by government and other official bodies for the submission of legal and other important documents required by them
- General administrative oversight of the HSA office

**Attached please find the organisation's structure, which HSA hopes to implement in principle by the end of the 2011-2012 financial year.**

**Proposed structure of HSA at May 2011**

