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## BEEF AUSTRALIA 2018 POSITION DESCRIPTION

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**Title:** Receptionist

**Responsible to:** Chief Executive Officer

**Hours:** Fulltime (38 hours per week)

**Commencement Date:** January 2018

**Completion Date:** 25 May 2018

### **Overview of Role:**

The receptionist is the first point of contact for all customers of Beef Australia and is required to provide a high level of customer service when greeting customers in person and over the phone. The Receptionist may also provide administrative support to assist other staff members when required.

### **Key Responsibilities:**

- Provide administrative support services to ensure efficiency and effectiveness within the Beef Australia Ltd office.
- Receive, direct and relay telephone, fax messages and enquiries received via the general email address.
- Assist in the planning and preparation of committee meetings.
- Respond to customer enquiries.
- Provide word processing and secretarial support.

### **Key Criteria:**

- Certificate III in Business Administration or demonstrated equivalent experience, knowledge and skills.
- Two years experience in major event planning & delivery and/or an administrative support role.
- Ability to change priorities and remain productive in a fast-paced work environment.
- Good analytical skills with an ability to identify and solve problems.

- Sound Microsoft Office skills particularly Word and Excel.
- Ability to work autonomously and within a team as required.
- Exceptional attention to detail.
- Flexibility and commitment required to deliver a Major Event.
- Honesty and Integrity.
- Positive pro-active customer service attitude.

**Purchasing Authority:**

Not permitted to purchase goods or enter into agreements between Beef Australia and other parties without the consent of the CEO.