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| Position Title | Administration Assistant |
| Location and Hours: | Casual position based in Surrey Hills, NSW |
| This position reports to: | Chief Executive Officer (CEO) |
| Key working relationships | <p>Internal – Australian Institute of Training and Development (AITD) CEO, other AITD staff, National President and Board Directors, Division Presidents and Divisional Councils, AITD members.</p> <p>External – Trainers, presenters, prospective AITD members, suppliers, customers and other stakeholders.</p> |
| <p>Position Objective: To provide administration and clerical support for the Australian Institute of Training and Development.</p> | |
| <p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. Provide support to the Finance Manager including and not limited to the following: <ol style="list-style-type: none"> a. Identification of duplicate member/customer contacts in Xero b. Updating active customer contact records in Xero c. Removing/renaming duplicate contacts in Xero d. Creation of client invoices and associated payments in Xero e. Keeping a record of items to raise with the Finance co-ordinator to follow-up in Excel 2. Provide support to the Member Engagement Manager with data clean-up prior to system migrations. 3. Perform any other duties as directed by the CEO. | |