

TTA Administration Assistant

SUMMARY

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| Location | TTA office, Level 1, Bass House, Cnr Edward & Best Street, Devonport |
| Reports to | Direct report- TTA Executive Director Secondary report- TTA Chair and Board of Directors |
| Approved by | TTA Board of Directors |
| Amended | 5 March 2025 |
| Award | Aligned with Clerks- Private Sector Award 2020, Grade 4 |
| Terms | Part Time Termed Contract 12 months commencing 31 March 2025 Approximately 20 hours per week - flexible |

POSITION OVERVIEW

TTA's Administration Assistant provides essential support by performing administrative tasks, data entry, records management, financial processes, and member services, in collaboration with TTA's Executive Director, Project Officers, and the TTA Board.

The role involves significant member contact, liaison with government and industry bodies, and strong organisational skills for taking accurate meeting minutes.

This role will require irregular intra-state travel.

POSITION CONTEXT

The Tasmanian Transport Association is the peak member body representing the interests of freight transport operators in Tasmania.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Qualifications

- Certificate III or higher in Business/ Business Administration is desirable but not essential.

Administration Skills and Experience

- Highly developed management and organisational skills, demonstrating attention to detail and the ability to complete multiple competing tasks to deadlines.
- Excellent interpersonal, oral and written communication skills and the ability to establish and maintain professional relationships with key stakeholders including Directors, Members, Partners, Government and other related bodies.
- Able to respond positively to change and to take responsibility for managing work projects to achieve results.
- Demonstrated strong problem-solving skills and ability to make sound operational decisions.
- Ability to contribute to operational growth through business development opportunities.
- Ability to work as a team member and with a high degree of autonomy.

- Work in a small team environment and maintain confidentiality about TTA staff, members, partners, and projects of TTA.
- Demonstrated ability with, or capacity to quickly acquire skills in, Microsoft office, Xero, MailChimp, Canva, JotForm, and Wordpress applications.
- Experience with a student management software application such as Vet Trak, desirable.

SPECIFIC TASKS

Regular activities include but are not limited to –

Administration & Office Support

- Perform general administrative duties, including data entry, filing, and document management.
- Answer phone calls, emails, and member inquiries, directing them to the appropriate personnel.
- Schedule meetings, manage calendars, and coordinate appointments.
- Prepare reports, presentations, and correspondence.
- Handle confidential information with discretion.

Financial Administration (Xero)

- Process invoices, payments, and expense claims using Xero.
- Conduct bank reconciliations and maintain financial records.
- Generate financial reports as required.

Member Services & Freight Transport Industry Support

- Assist with member inquiries related to freight transport in Tasmania.
- Maintain and update member records and databases.
- Coordinate member communications, including newsletters and announcements.
- Support industry-related initiatives, policy updates, and stakeholder engagement.

Meeting Support & Minutes

- Coordinate TTA Board and committee activities and arrange meetings (including venue preparation and other functions)
- Record keeping for Board and committee meetings (including minute taking) and follow up tasks.
- Organise and schedule meetings, ensuring proper documentation and distribution of materials.
- Attend meetings and take accurate minutes, ensuring key decisions and action items are recorded.
- Distribute minutes to relevant stakeholders in a timely manner.

Website & Communications

- Update and maintain The TTA and ARTIO websites using WordPress.
- Upload new content, event information, and announcements.
- Ensure website accuracy and functionality, liaising with external web support if needed.
- Work with key stakeholders to assist in the planning and development of external meetings, functions, and conferences for the benefit of TTA and members
- Fortnightly newsletter preparation and distribution to members using Mailchimp
- Assist key TTA event management including the annual conference, annual Gala Dinner and Awards Night, and other events