Position Description

Position title: Data Entry/Administrator	
Business group: ASQ Group	Department: Head Office
Reports to: Managing Director	Supervises: N/A

ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of three divisions: ASQ Allstone Quarries, ASQ Premix Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria.

Position summary
The Data Entry/Administrator is responsible for managing the Company databases and providing high level administrative support to the Head Office. This includes data entry and the maintenance of databases, composing general correspondence, preparing documents, proof reading, attending meetings and minute taking, reception and office administrative tasks.

This is a full-time position.

Summary of key roles and responsibilities:
- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Data management
- Written communication
- Administrative tasks

Required attributes:
- Safety-conscious
- Fit for work, according to the position
- Excellent communication and interpersonal skills
- Process driven
- Excellent time management and organisational skill
- Excellent literacy, numeracy and IT skills
- Strong attention to detail
- Exceptional customer service skills
- Strong work ethic
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Highly motivated with strong initiative
- Ability to work under pressure and meet deadlines

Required experience, education and certifications:

- 5+ years' experience in executive administration supporting Senior Management
- Highly refined communication skills (written and verbal) with experience in composing general correspondence, preparing documents, letters and reports using various technology and databases
- Experience in using various programs and the capacity to learn new programs and procedures quickly
- Solid technical knowledge in Microsoft Office, particularly with Word, Excel, PowerPoint, video conferencing, Teams and Outlook
- Experience in handling highly confidential and sensitive information and material
- Experience in collecting, compiling, and analysing data and information to potentially create reports
- Valid driving licence

Key contacts

- Managing Director
- Operations Manager
- WHSE & HR Manager
- Payroll Coordinator / Accounts Receivable
- Digital Coordinator/Administrator
- Business Process Manager
- IT Manager
- Accounts Payable
- Financial Controller
- Customers
- Suppliers
- Site Managers
- Other ASQ management and workers

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by the Directors.

Details of key roles and responsibilities

1. **Ensure compliance with the ASQ Document Management System (Operational and WHSE)**
   The Data Entry/Administrator is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

   Responsibilities include, but are not limited to:
   - Adhering to ASQ policies and procedures
   - Compliance with the ASQ WHSE Management System
   - Liaising with the WHSEQ & HR Manager where required

2. **Data management**
   The Data Entry/Administrator is responsible for the input and maintenance of data across Company databases.

   Responsibilities include, but are not limited to:
   - Assisting the HR Manager and Payroll Officer in managing our ADP database;
     - Advising the Payroll Officer of a new employee
     - Checking new employee data
     - Entering new employee data into the HR Management system
     - Updating employee files
     - Uploading documents
   - Managing data for Managers within our CMS OneHub;
     - Data input
     - Adding new suppliers
     - Reporting
   - Assisting our WHSE & HR Manager with;
     - Managing the incident register
     - Keeping external websites (portals etc) up to date
     - Annual RAC's
     - Updating the Key Register
   - Maintenance of the UENS database

3. **Written communication**
   The Data Entry/Administrator is responsible for assisting the Head Office in composing general correspondence, preparing documents, letters and reports using various technology and databases.

   Responsibilities include, but are not limited to:
   - Composing general correspondence through emails and letters
   - Writing formal letters
   - Writing contracts
   - Preparing documents
   - Proof reading
   - Maintaining training manuals
   - Minute taking where required
   - Collecting, compiling, and analysing data and information for reporting

4. **Administrative tasks**

The Data Entry/Administrator is responsible for supporting the Head Office with administrative tasks.

Responsibilities include, but are not limited to:

- Liaising with Managers regarding reporting for Directors
- Scheduling and attending Quarry and Premix Management meetings as well as taking meeting minutes
- Booking medicals/raising purchase orders for medicals
- Assisting with customer and supplier credit applications
- Posting job advertisements on Seek
- Assisting with uniform enquiries and ordering Head Office uniforms online
- Ordering and maintaining stationery levels
- Folding and posting end of month statement and invoices
- Updating internal phone and truck contact lists
- Updating Public Holiday trading hours lists
- Assisting with answering phone calls to Head Office and overflowed from other ASQ sites
- Assisting with answering the Head Office door
- Signing for courier deliveries and distributing packages and mail
- Assisting with monitoring the general inbox for ASQ
- General office cleaning
- Checking the post office box
- Scheduling the office cleaner to attend site
- Assisting company Builder as required
- Adhoc administrative tasks for Head Office as required