

## ADMINISTRATION/FILING CLERK

- Position:** Administration/Filing Clerk
- Reporting To:** Business Manager
- Hours of Work:** 40 Hours per week – 8.30am – 5.30pm Monday to Friday.
- Duties:**
- Responsible for maintenance and upkeep of all office filing systems both manual and electronic.
  - Scanning, saving and filing of client accounts
  - Off filing, setting up & deleting files, organising client information
  - Maintaining Minute Books – filing of Minutes, Resolutions etc.
  - Returning client papers.
  - Companies Office Administration
  - Mail – collection, processing and delivery
  - Bulk Mail outs as required
  - Daily messages – morning & afternoon deliveries
  - Stationery orders
  - Boardroom & Interview Rooms – maintain ready for meetings
  - Backup & support for:
    - Reception,
    - Accounts Receivable/Payable Clerk
    - Word Processing and
    - Tax Administration
- Kitchen Duties:
- Ordering supplies as necessary
  - Preparing Morning & Afternoon Teas
  - Arranging Lunches for Principals and Meetings as required