POSITION DESCRIPTION

Position title: Administrative Officer, Editing and Publishing
Reports to: Manager, Editing and Publishing Department
Salary: $30,000 – $33,700
Time fraction: Full-time
Hours: 8.30 am – 5 pm, Monday to Friday
Employment status: Ongoing

1. Primary objectives
The primary objectives of this position are to:

1.1 provide administrative support to the Manager, Editing and Publishing
1.2 provide administrative support to staff of the Editing and Publishing Department
1.3 contribute to the general operations of ValleyView Publishing by working with other members of staff as required.

2. Reporting relationships
The Administrative Officer, Editing and Publishing, reports to the Manager, Editing and Publishing. The role involves cooperation and coordination with the Manager, Sales and Distribution, other administrative staff and the office of the General Manager.

3. Role of the position
The Administrative Officer, Editing and Publishing, will provide administrative support to the Manager, Editing and Publishing, as required, including:

3.1 wordprocessing, spreadsheet and database management
3.2 preparing correspondence
3.3 making arrangements for interstate or overseas travel
3.4 making arrangements for promotional tours for authors and publicists
3.5 maintaining a diary and booking system for the meeting and seminar rooms
3.6 organising meetings and associated documentation
3.7 maintaining an efficient records management and control system
3.8 producing and maintaining departmental procedures manuals
3.9 providing friendly and efficient service to clients.

4. **Qualifications and experience**
   
   4.1 a formal qualification in office administration, or equivalent experience, is essential
   
   4.2 keyboarding skills of at least 50 wpm
   
   4.3 ability to work accurately and methodically
   
   4.4 ability to communicate with a wide range of people, including clients, publicity companies, printers, writers, staff and the general public
   
   4.5 good interpersonal skills, including the ability to work in a team environment
   
   4.6 ability to operate current office equipment, including fax machine, photocopier and computers
   
   4.7 ability to travel interstate or overseas as required is desirable
   
   4.8 a current driver’s licence is desirable.