Position Description

Job title:	**Administration Assistant**
Reporting to:	**HR Manager**
Department:	**Human Resources**
Location:	**St Lucia**

Purpose of the Position

The Administration Assistant is responsible for providing a range of routine administrative functions.

Key Responsibilities

- HR administration including, maintaining and updating databases and general administration
- Assist with the management of facilities, space, and daily operations
- Prepare and proof documents, reports, presentations and spreadsheets
- Assist with the collation of data to inform decision making ensuring confidentiality
- Liaise with external suppliers to coordinate work activities
- Leading, developing and supporting an organisational culture of positivity, accountability and success in line with company values

Essential Experience and Skills

- Experience in a highly demanding administrative role
- Excellent planning and organisational skills, with the ability to multi-task and meet deadlines
- Excellent Microsoft Office skills
- Demonstrated ability to exercise discretion with confidential information
- Demonstrated high level of customer service skills
- Proven exceptional communication and interpersonal skills
- Demonstrated strong attention to detail

Essential Health and Safety Responsibilities

- Adopting safe work practices
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Ensuring your behaviour does not pose a risk to the health and safety of any person and does not interfere with or misuse materials, equipment or property.
- Participating in meetings, training and other health and safety activities