



## **JOB DESCRIPTION**

<b>JOB NAME:</b>	Office Assistant
<b>WHERE:</b>	City West Lotteries House, West Perth
<b>HOURS:</b>	Part time (6 hours per week – 3 hours two mornings a week)
<b>YOUR BOSS:</b>	Office Manager

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### **Daily:**

1. Collect the mail from the building reception, open, date stamp, enter in mail log.
2. Wash and dry any dishes. Put dishes away in the cupboard.
3. Tidy kitchen area including wiping down bench and clean microwave.
4. Check printer and refill with paper.
5. Empty recycle bins to the paper and cardboard wheelie bins.
6. Disinfect door handles, backs of chairs, kitchen appliances and other high use items.
7. Shred any papers in the shredding file
8. Make tea or coffee for visitors when asked.

### **Weekly duties:**

1. Put name labels into badge holders for people coming to events.
2. Check fridge to remove food that is out date out of date and clean if needed.
3. Check supplies of tea, coffee and sugar and let staff know if supplies are needed.
4. Tidy stationery shelves and put items in their right place.

### **Fortnightly:**

1. Fold up any mail outs and put into envelopes, seal and label.
2. Check event tubs are fully stocked with supplies.

### **Monthly:**

1. Water plants, dust and cut off any dead leaves.
2. Remove items from one desk each month and wipe down. Clean computer screen, keyboard and telephone with alcohol wipes.
3. Make up workshop packs for coming events.

### **Sometimes:**

1. Help set up tables, chairs, food and drinks for events and pack away afterwards.
2. Help with other office tasks when asked.