

## Position Description

Administrative Staff – Clerks – Private Sector Award

### Position Summary:

The Administrative Assistant provides essential clerical and administrative support to ensure the smooth operation of the racing stable. This role involves managing communications, maintaining records, coordinating schedules, and supporting the trainer and stable team with a range of office-based tasks.

### 1 Key Responsibilities:

- **Office Administration:**
  - Answering phones, emails, and handling general enquiries.
  - Maintaining filing systems, databases, and records (e.g. horse registrations, veterinary records, staff rosters).
  - Preparing correspondence, reports, and documentation as required.
- **Financial and Payroll Support:**
  - Assisting with invoicing, accounts payable/receivable, and petty cash.
  - Supporting payroll processing and timesheet management.
  - Liaising with bookkeepers or accountants as needed.
- **Scheduling and Coordination:**
  - Managing calendars for the trainer and stable operations.
  - Coordinating appointments as instructed.
  - Assisting with race nominations, entries, and travel logistics.
- **Compliance and Record-Keeping:**
  - Ensuring compliance with workplace health and safety documentation.
  - Maintaining up-to-date records for licensing, insurance, and regulatory requirements.
  - Supporting the trainer with reporting obligations to racing authorities.

### 2 Skills and Attributes:

- Strong organisational and time management skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Office and basic accounting software (e.g. MYOB, Xero).
- Ability to work independently and as part of a team.
- Discretion, reliability, and attention to detail.

### **3 Work Environment:**

- Office-based role within a breeding or racing facility.
- May involve occasional outdoor work or interaction with horses and staff.
- Fast-paced, deadline-driven environment with a strong team culture.