
RESOURCE ADMINISTRATOR – 2025

Purpose

To receive and process all resource orders for committees and boards and to receive and process KYB orders from KYB Groups.

To assist the Office Administrator as requested.

Key relationships

Accountable to: Office Administrator

Other relationships: Australia Post (Punchbowl PO; Kingsgrove Hub)

Scheduled appraisal Annually by President, National Management Board (NMB)

Explanation of Key Results Areas

The incumbent is responsible for the tasks in each of the Key Results Areas listed below. These are designed to enable the incumbent to plan, monitor and appraise her work.

Key Results Areas

1. Reception

- Answer telephone and door.

2. Collect and Dispatch

- Collect mail from post office as required
- Maintain postage book for all mail dispatched
- Tally mail at the end of the day and enter online

3. Orders

- Receive orders by mail, email and telephone for CWCI resources and KYB materials
- Dispatch resources to KYB distributors each quarter
- Fill and dispatch orders as soon as possible after receipt to – KYB group leaders (including late orders), bookshop orders (KYBTOO), and KYBC students/mentors.
- Order all HO stationery and resources in consultation with Office Administrator; maintain supplies of satchels, envelopes, tape etc for mailings.

4. Administration

- Undertake annual stocktake of all KYB studies and resources available for resale in December
- Undertake stocktake of new studies following delivery
- Reconcile credit card and cash payments on MYOB
- Provide statistics for each NMB meeting
- Hold a First Aid Certificate (training & courses paid for by CWCI Aus; weekly allowance given); check First Aid box and ensure supplies adequate.