

Office Assistant

An Office Assistant reports to the relevant manager responsible for their operations, including Election Manager or Region Coordinator, project manager or program manager. The duties of the Office Assistant are to assist the manager with one or more of the following tasks.

Duties:

- complete all required training
- provide clerical support, including data entry
- collect from and deliver mail to the post office
- respond to public enquiries
- assist with the appointment and processing of personnel and training documentation
- process requests for early, replacement and postal ballot papers as authorised by the Election Manager
- process returns of ballot material, including the scanning of postal returns and tallying of ballot paper returns
- assist with the extraction and counting of ballot papers and, where relevant, the preparation for data entry of ballot paper preferences
- assist with the receipt, collection, packaging and storage of materials, including sensitive electoral material
- prepare documentation and reports for use by the relevant manager and
- other duties, as directed.

When designated at a higher level, the Office Assistant will also:

- manage aspects of the election, program or project, as delegated
- conduct or participate in training and trial operations, as required and
- recruit, train and supervise staff on election or project tasks and activities.