

Office assistant

An office assistant reports to the relevant manager responsible for their operations, including election manager, hub manager, project manager or program manager. The duties of the office assistant are to assist the manager with one or more of the following tasks. The following list of typical duties is not exhaustive and includes other duties as directed by the manager.

Duties:

- complete all required training
- provide administrative support, including data entry and telephone enquiries
- collect from and deliver mail to the post office
- set up resources for reception counter and respond to public enquiries
- assist with the selection and appointment of staff
- input of staff timesheets in personnel system
- assist with set up of election functions e.g. ballot draw, early voting centres, training, counting and election day
- copy and distribute training materials
- assist in the allocation and distribution of resources to voting centres
- issue ballot papers
- ensure the tracking and security of ballot materials at all times
- 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
- 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
- assist with receipt and recording of results in ems from voting centres
- prepare documentation and reports for use by the relevant manager
- assist in the return of materials from voting centres.

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.