

Office Assistant Level 1 (OAL1) - Duty Statement

Title:	Office Assistant Level 1
Classification:	VPS Grade 1
Rate of pay:	\$37.20 (inclusive of 25% casual loading)
Reports to:	Project lead
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role provides manual support across a range of routine tasks as directed by the manager. The duties listed below are typical for an Office Assistant Level 1 role but not exhaustive and will vary depending on the needs of the election, program or project.

Where required, a duty statement variant may be used to describe a specific project or activity. A variant does not change the classification, reporting level or responsibility of the role. If no variant is issued, this duty statement applies in full.

Key characteristics

- supports simple, manual and repetitive tasks in temporary or office environments
- follows clear instructions to complete tasks accurately
- assists teams by completing foundational tasks that enable others to perform their work
- works as part of a team and seeks help or direction when needed

Variants of this role

Examples of current variants may include:

- Logistics and resourcing assistant
- Site assistant
- Return of materials assistant
- Reception assistant

2. Duties

The Office Assistant Level 1:

- supports basic manual and preparation tasks
- assembling materials using step-by-step instructions
- counting items using checklists to support stock preparation

- packing or unpacking boxes and arranging resources as directed
- assists with simple site setup tasks
- placing signage, moving light furniture, or preparing rooms for activities
- restocking shelves or supply areas
- guiding staff or visitors to correct areas in a site
- maintains clean, safe and organised work areas
- tidying shared spaces such as preparation rooms
- disposing of rubbish or recycling from packing activities
- ensuring walkways and work zones are clear and safe
- supports general operational tasks as directed
- helping load or unload vehicles
- moving materials between rooms or storage areas
- completing repetitive manual tasks to assist other teams
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
- performs other duties as requested.

3. Key selection criteria

The Office Assistant Level 1 is able to:

- apply relevant legislation, rules and VEC procedures accurately across all election, program or project activities
 - follow instructions accurately, reading and applying instructional products and completing tasks as directed
 - maintain concentration and strong attention to detail in reading and numeracy tasks
 - ensure integrity by handling all materials securely and completing checklist information accurately
 - work professionally and impartially, maintaining confidentiality at all times
 - communicate clearly in both written and verbal interactions, providing assistance in a friendly, respectful and professional manner
 - work effectively as part of a team and contribute to shared program and project outcomes
 - adapt to changing situations, such as busy periods, changes in tasks, or new instructions during the day
 - follow safe manual-handling practices when lifting, carrying or moving materials.
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4. Physical requirements

The following list is not exhaustive, and other tasks may be required.

The physical requirements of this role vary depending on where you are placed. Not all of the following will apply in every case. Where physical tasks are required, we will discuss these with you and consider reasonable adjustments where possible.

The Office Assistant Level 1 should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- stand or walk for extended periods with the ability to take postural breaks as needed
- walk short distances upwards of 200 metres or more, depending on venue requirements
- climb stairs if the venue has multiple levels
- safely lift, carry and pack materials and equipment such as large security boxes (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions, where this is required in your placement
- perform repetitive manual handling tasks and activities throughout the work period with the ability to take postural breaks as required
- drive a personal vehicle between work sites as required, supported by a current driver's licence.