

Position Outline	
Title:	Administration Assistant (AA)
Position Summary:	The AA is an integral part of the dynamic TPDD team. The role requires an energetic self-starter, who loves attention to detail while providing administrative support to the organisation
Remuneration:	To be determined relevant to experience
Term:	Part time employment of a minimum of 20 hours per week
Position Reports To:	Executive Officer
<p>Background</p> <p>Tourism Port Douglas Daintree is one of Queensland’s most successful Local Tourism Organisations. While working closely with Tourism Tropical North Queensland as part of the Queensland Regional Tourism network TPDD is responsible for Destination Marketing activities for the tourism industry of Douglas Shire Council Region.</p> <p>Port Douglas Daintree Tourism Limited, trading as Tourism Port Douglas Daintree (TPDD), is a not-for-profit company limited by guarantee. It is a membership-based organisation governed by a skills-based board of directors. TPDD provides industry support in respect to co-ordinated promotional and destination marketing activities and mentoring of member products.</p> <p>TPDD works in partnership with its member businesses, council and regional/national bodies to market the destination domestically and internationally and drive visitation to the region.</p>	
<p>Workplace Health & Safety Responsibilities</p> <p>The employee shall comply with the Work Health & Safety Act, Regulations, Codes of Practice and the Company’s Workplace Health & Safety policies and procedures and shall comply with instructions given by the Board and Executive Officer in respect of the health & safety of themselves and of other persons.</p> <p>The Executive Officer shall be responsible for ensuring that all appropriate steps are taken by the Company and the Board to ensure that each and every Director and officer of the Company complies with their respective obligations under section 27 of the Work Health and Safety Act 2011 (Qld)</p>	
KEY ACCOUNTABILITIES	
<p>General Administration</p> <ul style="list-style-type: none"> • Maintenance of appropriate levels of stationery and office supplies • Maintenance of all office files including archiving • Media- maintain clipping service for TPDD and tourism in the region both digital and hard copies where applicable. • Assist with compilation of reports 	
<p>Office Management</p> <ul style="list-style-type: none"> • Compliance with health and safety requirements in the office • Maintaining the cleanliness of the office • Sending and receiving mail and post • Maintenance of computer and communications systems, mobiles, emails, phone. • Provide support to the Executive Officer and Board of Directors as required. 	

<p>Database Management</p> <ul style="list-style-type: none"> • Maintain and develop the major contact databases.
<p>Membership</p> <ul style="list-style-type: none"> • Assist with processing and welcoming new members • Assist with sourcing new members • Assist with member enquiries • Assist with organisation of member functions such as AGM, Tourism Australia, TQ and TTNQ
<p>Communications</p> <ul style="list-style-type: none"> • Assist in producing and distributing member newsletters • Answering phone and email enquiries • Greet visitors to the office and provide tourism information • Distribution of communication material; member newsletter, media updates, industry newsletter and community notices • Reply to all enquiries where applicable regarding the region
<p>Marketing</p> <ul style="list-style-type: none"> • Assist with itinerary planning as required • Support cruise ship visits when applicable • Assist with creation of social media posts
<p>Collateral</p> <ul style="list-style-type: none"> • Maintain sufficient supplies of collateral at office, distribution houses • Distribute collateral as required
<p>Skills, Qualifications and Attributes required</p> <p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Completion of secondary school or equivalent • Qualifications or proven experience in tourism or office environment is desirable • High competence in Microsoft Office Suite including Outlook, Excel, PowerPoint <p>Skills & Attributes</p> <ul style="list-style-type: none"> • Excellent written and verbal communications skills • Ability to work autonomously and as part of a team • Knowledge of the Douglas tourism offering and industry is highly desirable • Experience with the Microsoft Office suite, understanding of social media platforms and online newsletter platforms.
<p>Applications</p> <p>Applications should include a covering letter outlining relevant competencies and experience. Applications will need to be received no later than 10am (AEST) on Friday 19th July 2024 through the SEEK portal.</p>