

JOB DESCRIPTION

Title: Technical Administration

1. Primary Function	
Administration support for the technical team.	
2. Reporting	
To the Development Manager.	
3. Supervises	
Not responsible for the supervision of others.	
4. Work Performed	
	Frequency
Technical database: <ul style="list-style-type: none"> • Assisting in the maintenance of the technical databases. 	Ongoing
Research: <ul style="list-style-type: none"> • Assisting with library and standards update. • Research for the technical team regarding standards, other referenced documents, manufacturers information, etc. 	20%
Word-processing: <ul style="list-style-type: none"> • Minimum typing speed of 50-60 wpm. • Advanced Microsoft Word word-processing – covering styles and templates. • Creating and mailing correspondence, as required. • Typing documents for the technical group, as required. 	20%
Administration duties: <ul style="list-style-type: none"> • Includes alternative reception, mail and other administration duties, when required. 	10%
Technical production <ul style="list-style-type: none"> • Intermediate MS Office • NATSPEC/AUS-SPEC updates. • CD/update and compilation. 	15%
Publishing <ul style="list-style-type: none"> • Web content maintenance of technical matters • Preparation of SPECnotes, TECHnotes, TECHreports and other technical documents 	15%
Any other task assigned by the Supervisor (also includes tasks that take less than 5% of the job).	As required/agreed.
5. Measures/Outcomes	
Relate to team commitment and customer focus and are based on:	
<ul style="list-style-type: none"> • Accuracy and efficiency. • Meeting deadlines. • Quality of project outcomes. 	