



AIDA

The Australian Indigenous Doctors' Association
ABN: 84 131 668 936

Position Description

Position Executive Support Officer
Supervisor Executive Officer

In accordance with AIDA Values and the AIDA Code of Conduct, you will undertake the following tasks either individually or as a member of a team:

1. Undertake reception duties, including:
 - phone and AIDA mailbox management
 - preparation and secretarial duties for AIDA meetings including the weekly staff meeting
2. Administrative work, including:
 - sorting and distributing internal/external correspondence
 - management of AIDA asset register
 - maintaining office supplies including stationery and kitchen store
 - data entry and document management
3. Make travel arrangements, prepare travel itineraries, provide hard copies and/or digital copies of all documentation required for travel for AIDA staff members, and AIDA representatives attending committee meetings or other approved activities
4. Manage travel inbox
5. Provide support to the Executive Officer as required
6. Demonstrate a sound understanding of current and historical issues affecting Aboriginal and/or Torres Strait Islander Peoples
7. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples