

POSITION DESCRIPTION

SECTION A: Position Context

Position Title	Administrative Assistant
Position Grade	NE2 - Assistant
Category	Non-Executive
Campus / Unit	Swinburne Innovation Malaysia Sdn Bhd (SWIM)
Term of Appointment	Fixed-Term Appointment
Effective Date	February 2025

Position Purpose

This position provides administrative support for training and consultancy services. The position will report directly to the Administrative Officer, Consultancy and Training, SWIM.

The key role for this position is to provide administrative support to the training and consultancy services entire value chain, within the disciplines under its care. The position is also expected to work closely with external training and consultancy partners.

This position requires a high level of clerical precision, good communication skills and a fair understanding of finance and marketing matters.

Participation on Committees

The position will be required to participate in relevant committees as needed for the efficient performance of duties and as directed by the Administrative Officer; or Head of Consultancy and Training; or Chief Executive Officer (CEO) SWIM; or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

This position's supervisor/manager	Administrative Officer, Consultancy and Training; or any other person as assigned by an authorised personnel.
Other positions reporting to this position	NIL

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which position is responsible and are not a comprehensive statement of the position activities:

KEY RESPONSIBILITY AREAS		
1.	TRAINING	<ul style="list-style-type: none"> • Follow up on training enquiries; • Receive, process and report the enrolment, registration and assessment of training programs; • Arrange the props, venue, catering, etc. needed for the promotion and delivery of short courses; • Compile feedback of delivered courses. Carry out follow-ups if necessary; • Keep record of participants necessary information and their certificate; • Ensure invoice is issued to participants and keep track of payment collection; • Liaise with trainers and training providers to ensure smooth delivery of courses; and • Prepare documentation for engaging trainers.
2.	CONSULTANCY AND RESEARCH SERVICES	<ul style="list-style-type: none"> • Provide general administrative support, e.g. preparing TRF, PRF, claim form, cash, etc.; • Prepare documentation for engaging contractors; and • Keep record of project technical and financial progress.
3.	INDUSTRY ENGAGEMENT	<ul style="list-style-type: none"> • Be the liaison person for selected partners.
4.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
5.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times.
6.	OTHER DUTIES	<ul style="list-style-type: none"> • Assist the CEO, SWIM in other administrative matters related to consultancy and research services, short courses and intellectual property protection and commercialisation. • Any other duties as and when assigned by the Administrative Officer; or Head of Consultancy and Training; or CEO, SWIM; or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Diploma in an area relevant to the duties from a recognised institution, or a Diploma with subsequent relevant experience.	Essential

Experience / Knowledge / Attributes: Required by the position to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Demonstrated ability to work independently and in a team environment.	Essential
2.	Demonstrated ability to operate MS Office and using cloud services.	Essential
3.	Relevant working experience in training or education.	Preferable
4.	Past experience in working or running a start-up company.	Preferable
5.	Knowledge of the Malaysian human resource development landscape, system, schemes etc.	Preferable