Job Description

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<th>Commercial &amp; Contracts Assistant</th>
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<td>Commercial and Contracts Manager</td>
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**SUMMARY OF POSITION**
The Commercial & Contracts Assistant is responsible for providing administrative assistance to the Commercial & Contracts Manager, and the department’s contracts managers, in support of company commercial and contracts administration tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION** include the following. Other duties may be assigned.

a. Support the Commercial & Contracts Manager in the administration of insurance contracts, corporate governance issues (company secretariat administration), invoicing and debtor management.

b. Maintain contracts management records.

c. Develop and maintain commercial & contracts registers.

d. Draft miscellaneous agreements (e.g. non-disclosure agreements) under direction of Commercial & Contracts Manager and/or Contracts Managers.

e. Assist the Commercial & Contracts Manager in the administration of property leases

**OBJECTIVES**

a. Provide efficient administrative support to contracts managers in the administration of contracts.

b. Contribute to efficient administration in the area of insurance, property, facilities management, and company secretariat.

c. Maintain effective contractual records management environment.

**QUALITY ASSURANCE RESPONSIBILITIES**

a. Ensure that commercial and contracts management activities at TTSP are conducted in accordance with relevant Company Quality Assurance Standards and Procedures.

b. Implement responsibilities defined in the TTSP Company Policies and Instructions.
QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, abilities, experience and formal qualifications required. Reasonable allowances will be made to enable individuals with disabilities to perform the essential criteria.

Essential

- Must be familiar with Microsoft Word, Excel and Access
- Strong communication and organisational skills

Desired

- College-level (e.g. TAFE) qualification in business administration or related discipline

COMPETENCY LEVELS

Customer focus Level 1
Communication and Sharing knowledge Level 1
Team Working Level 1
Problem Solving & Analysis Level 1
Coaching & Developing People Level 1
Behaving as Entrepreneurs & Innovators Level 1
Business Awareness Level 1
Leadership Level 1

SPECIAL CIRCUMSTANCES

Nil

HOW TO APPLY

Interested persons should forward an up to date resume to:
Adette Kagan
Recruitment Centre Manager
Level 1, Building 314,
Garden Island NSW 2011
Email: jobs@thales-tts.com.au or
adette.kagan@adi-limited.com
Tel: (02) 9562 3476  Fax: (02) 9562 3098