

## Position Description- Administrative/ Business Development Assistant

<b>Position Description</b>
<b>Position title:</b> Administrative/Business Development Assistant
<b>Reports to:</b> Key Management Personnel
<b>Date:</b> September 2025

Primary purpose of the position:	
Assist with administrative and business development tasks	
Specific accountabilities	Performance measure
<ol style="list-style-type: none"> <li>1. Develop a sound understanding of the business's internal processes to on-board NDIS eligible participants</li> <li>2. Develop a good working knowledge of the NDIS price-guide (list of supports and pricing mechanisms)</li> <li>3. Maintain up to date knowledge of NDIS procedures and Quality and Safety Framework.</li> <li>4. Develop a good working knowledge of the client management system</li> <li>5. Create / update participant service bookings in line with relevant policies and procedures</li> <li>6. Create / Update participant funding tabs in line with business units' service provision</li> <li>7. Develop a weekly routine to ensure eligible NDIS activities recorded in the client management system are accurately and completely recorded in order that the data can be applied as claimable on NDIA.</li> <li>8. Generate regular reports from NDIA Portal/website and client management system to assist Key Management Personnel</li> <li>9. Develop a sound understanding of the business's internal processes to on-board NDIS new staff</li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrated high level of interpersonal, verbal and written communications skills</li> <li>• Demonstrated ability to work collaboratively within a team environment</li> <li>• Knowledge of NDIS or basic understanding of disability sector</li> <li>• Attention to detail</li> <li>• Self-motivated, proactive</li> <li>• Analytical and problem-solving skills</li> <li>• Strong written and spoken communication skills</li> <li>• Ability to work to set deadlines</li> <li>• Well-developed interpersonal skills</li> <li>• Minimum of medium level excel skills</li> </ul>

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Person Specification	
Education/Qualifications:	
Essential	Desirable
Experience working in an administrative role	Qualifications in an administrative, secretarial or business management role
Skills/Knowledge	
Essential	Desirable
Australian driver's license and Passport  NDIS Worker Screening Check and Working with Children Check if in a risk assessed role  Completion of the NDIS Worker Orientation Program and Infection Control training	<ul style="list-style-type: none"><li>• A First Aid Certificate</li><li>• A CPR Certificate</li><li>• Medication training</li></ul>

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