

**Position Description- Administrative/
Business Development Assistant**

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

Primary purpose of the position:	
Assist with administrative and business development tasks	
Specific accountabilities	Performance measure
<ol style="list-style-type: none">1. Develop a sound understanding of the business's internal processes to on-board NDIS eligible participants2. Develop a good working knowledge of the NDIS price-guide (list of supports and pricing mechanisms)3. Maintain up to date knowledge of NDIS procedures and Quality and Safety Framework.4. Develop a good working knowledge of the client management system5. Create / update participant service bookings in line with relevant policies and procedures6. Create / Update participant funding tabs in line with business units' service provision7. 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.8. Generate regular reports from NDIA Portal/website and client management system to assist Key Management Personnel9. Develop a sound understanding of the business's internal processes to on-board NDIS new staff	<ul style="list-style-type: none">• Demonstrated high level of interpersonal, verbal and written communications skills• Demonstrated ability to work collaboratively within a team environment• Knowledge of NDIS or basic understanding of disability sector• Attention to detail• Self-motivated, proactive• Analytical and problem-solving skills• Strong written and spoken communication skills• Ability to work to set deadlines• Well-developed interpersonal skills• Minimum of medium level excel skills

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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">• A First Aid Certificate• A CPR Certificate• Medication training

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