

Administration/Mail Room Personnel

Position Title:	Administration Personnel		
Department/Group:	Administration		
Location:	6 Station Street, Mitcham, VIC-3132		
Position Type:	Permanent Full time – 5 days per week (38 hours)	Salary Range:	\$33,590 per annum plus 9% superannuation (full time)
Office hours:	Monday – Thursday 8.45am to 5pm Friday – 8.45am to 4.15pm		
Breaks:	30 minutes each day - plus 2 x 10 min breaks		
Report to:	Administration Leader		
Dress code:	Male Team Members: Business attire Flat closed toed shoes Fluro Vest (external deliveries)	Female Team Members: Business attire Flat closed toed shoes Fluro Vest (external deliveries)	
Leave Entitlements: (Full time)	Annual leave of 4 weeks per annum Personal leave of 10 days per annum		
Performance Reviews:	Annually – October/November		

PROBATIONARY PERIOD

Employees commence on a three (3) month Probationary Period as this forms part of the selection process. During the probationary period, either party may terminate without assigning any reason except in the case of gross misconduct at which time summary dismissal will occur. The notice period is one (1) week and we reserve the right to pay one (1) week's wage in lieu of notice.

Prushka has the right to extend the Probationary Period for a period of no longer than (3) months.

BACKGROUND, INDUCTION AND TRAINING

We are seeking applicants who have had a successful and stable work history, have good interpersonal skills, an ability to communicate with people at all levels and a desire to learn and develop.

Preference will be given to applicants with a sound job history in clerical position, administration or reception role within a professional environment.

The induction program will provide an orientation to Prushka, its culture, processes and systems and then there will be on-going training and development provided within the Team.

Training on mailroom/reception equipment is provided.

Mailroom personnel pick up and distribute mail throughout the company several times a day, requiring interaction and communication within a professional environment

JOB DESCRIPTION

- Work strictly within the Privacy Act and Debt collection guidelines
- Work within the guidelines of the health and safety Act 1985 code of practice – manual handling
- Process and distribute 1800-2500 letters per day
- Process Affidavits
- Pick up daily mail from Post office
- Pick up DX mail from Solicitors at 526 Whitehorse Road, Mitcham
- Sort and deliver internal mail
- Use Pitney Bowes (PB) slicing machine or manually open incoming mail
- Open Large incoming mail items manually
- Sort mail according to destination and type then distribute internally
- Prepare external mail & packages for postage and dispatch
- Manually fold Mendelsons Legal letters
- Weigh and frank Mendelsons letters
- Prepare outgoing mail using Pitney Bowes folding machine
- Prepare outgoing mail using GBC franking machine
- Prepare outgoing registered mail and return docket to operators/Lawyers
- Prepare outgoing monthly statements using GBC franking machine
- Prepare and distribute express post to regional and interstate offices
- General administrative tasks including faxing and photocopying
- Distribute consumables Tuesday and Thursday to kitchens in Mitcham buildings
- Pick up tea towels to be dry cleaned

- Deliver to dry cleaners fortnightly
- Relieve reception (Alcatel Console –incoming lines)
- Some heavy lifting is required (e.g. Up to 10k)
- Adhere to all health and safety requirements
- Maintain a clean and healthy work environment
- Wear and utilise Health & Safety equipment provided
- Standing for up to 5-6 hours per day
- Walking and climbing stairs several times a day (approx 5-6 hours per day) whilst carrying mail
- Follow time table
- Data entry
- Leave recycling bins in Station St for council pick up weekly
- Leave rubbish bins in station St for council pick up as required
- General housekeeping

SKILLS & ATTRIBUTES REQUIRED

- Active and physically fit
- Able to lift 10 kg several times a day
- Knowledge of the structure and content of the English language including the spelling of words, rules of composition and grammar
- Basic to intermediate word /outlook
- Able to manage one’s own time effectively
- A professional work ethic
- Capacity to work with minimal supervision
- Professional phone manner
- Professional manner when communicating with others
- Keen eye for detail
- Fast and accurate processing
- Ability to function as part of a team
- Capacity and willingness to carry out set tasks to completion
- Capacity and willingness to change from one task to another as the demand requires
- Capacity to learn new systems and procedures

ABOUT PRUSHKA

- **PRUSHKA started business in 1976**
- **PRUSHKA** employs approximately 130 people, including the staff from Mendelsons Lawyers, which is fully integrated with Prushka. The company is divided into the following teams:

➤ **Accounts**

➤ **Human Resources**

<ul style="list-style-type: none"> ➤ Administration ➤ Advanced Collections ➤ National ➤ Commercial ➤ Corporate Health ➤ Electronic Data Processing ➤ Fleet Recoveries ➤ Investigations 	<ul style="list-style-type: none"> ➤ Lawyers ➤ Legal ➤ Pre-Legal ➤ Healthcare ➤ Operations ➤ Client Services ➤ IT – Technical Services
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Head Office is situated at No. 8 Station Street, Mitcham, Victoria and there are branch offices in Adelaide, Ballarat, Brisbane, Cairns, Dubbo, Geelong, Launceston, Newcastle, Wagga Wagga and Warrnambool

HOW TO APPLY

**COMPLETE OUR APPLICATION FORM & ATTACH YOUR RESUME
ON-LINE AT**

www.prushka.com.au

or

Fax:

(03) 9872 4757

Subject Line: Admin /Mail room personnel

Attention: Human resources

Mail:

Attention: Hr

Private Bag 6

MITCHAM VIC 3132

PLEASE NOTE;

**PHOTO ID AND EVIDENCE OF CITIZENSHIP AND VISA STATUS WILL BE REQUIRED AT INTERVIEW STAGE
CONFIRMATION WILL BE SOUGHT VIA DEPARTMENT OF IMMIGRATION**