



Screenwise Pty Ltd T/A Screenwise Film & TV School For Actors
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Website: www.screenwise.com.au
Location: Surry Hills, Sydney - NSW

Based in Surry Hills NSW, we are seeking a proactive Administrator who worships the divine detail to join our energetic team.

The Administrator's focus will be to perform a variety of roles within a busy college environment whilst under the supervision of the general manager.

Administrator will Report to: General Manager

Liaise with: Principal, General Manager, Trainers, Students and Public

The Company:

Screenwise is a privately owned registered training organisation committed to helping people pursue their passions in screen acting. A small tight knit team, the staff work closely together to achieve results helping the company continue to improve and thrive. The Screenwise studios house a welcoming student body and is frequented by a number of industry professionals. Within the administrator role you will interact with a diverse cast of characters, helping realise the dreams of the next generation of Australian film and TV stars. Screenwise endeavors to minimize their environmental impact with a focus on continuous ethical and green awareness.

Benefits:

Convenient inner-city location – close to Central station (1min walk)

Christmas/Holiday Shutdown Period

Work with a small team of creatively driven peers

Weekly pay cycle

Work within a fast paced, exciting, ever-changing environment.

Administrator Functions:

Facilitate the administration aspect of the training and delivery of each course in a productive and professional manner.

Maintain database and systems of the company to ensure that the effective day to day operation of the Company is compliant with legislation and company policy.

Duties and responsibilities:

- Opening/closing premises
- Answer and screen incoming calls and handle general course enquiries
- Attend to all general emails on a daily basis
- Maintain computer database and update on a daily basis
- Managing student communications, scheduling & class requirements.
- Undertake a range of administration tasks including, stationery orders, data entry, filing, banking and mail collection.
- Prepare studios for classes daily and ensure when classes are finished they are left cleaned and secured.
- Manage student attendance records and follow up absences when required.
- Ensure facilities are kept at a high standard of cleanliness and order
- Maintain calendar, including ability to work with scheduling classes, tutors and students
- Work with the Bookkeeper to ensure all payments are confirmed and Invoices processed on time
- Ensure students are aware of their payment obligations and fees are paid on time
- Ensure Weekly payments are up to date
- Process daily transactions and update enrolment schedule
- To have knowledge of range of course/modules offered
- Carry out all position requirements in accordance with professional standards, in compliance with company policies and procedures and in a spirit of cooperation and effective teamwork to contribute to meeting its objectives and developing its business.
- Actively participate in team meetings and contribute to the work of the team
- Actively participate in ensuring and promoting Occupational Health and Safety
- Develop and maintain effective communication and professional working relationships with all students, clients and staff

Qualifications/required training: Professional/Technical/Personal

- Minimum 2 years Experience in administrative tasks.
- High level of computer skills particularly Mac OSX, Microsoft Office
- Strong email communication and etiquette skills
- Good interpersonal/communication skills
- Strong ability to problem solve
- Ready to learn any new skills required
- Understanding of and ability to apply workplace Occupational Health and Safety issues in the workplace.
- Excellent spelling and grammar skills
- Trustworthy and Reliable
- Ability to work under pressure
- Ability to act independently
- Motivated & Responsible in maintaining a strong work ethic

- Flexible and able to prioritise tasks in an ever-changing environment
- Strong organisational skills with a strong attention to detail

Ideal/Desirable skills:

- Worked with Filemaker or other relevant database software
- Interest or knowledge of the film and TV industry.
- Knowledge of basic adobe creative suite.