Australian Manufacturing Workers' Union
Tasmanian Branch
Administration Position Description

Position Title	Administration AMWU Tasmanian Branch
Hours	Full-time 35 per week, option for part-time or job share for the right candidate(s)
Employment Type	possibility of ongoing permanency
Agreement	AMWU Staff Enterprise Agreement 2026-2028 Grade 5 $81,611.40 per year full time equivalent
Reports To	State Secretary
Staff Responsibility	Nil

ABOUT US

The Australian Manufacturing Workers' Union (AMWU) is a progressive Union dedicated to advancing the rights and wellbeing of manufacturing workers and our communities. For over 170 years, AMWU has been the backbone of Australia's workforce. From building and repairing our trucks, trains, and ferries, to creating the green energy solutions of tomorrow – we're proud to support the workers who make this country move forward. Now, we're looking for passionate individuals who are ready to join our team and help represent the people who are building Australia's future. We are driven by our values. We are democratic, inclusive, fair and respectful; we do what we say; we work strategically, standing together, strong, smart and united to deliver outcomes for our members.

PRIMARY ROLE STATEMENT

The Administration position is a key role at the heart of the Tasmanian Branch's success. Providing critical administrative, operational and coordination support to the State Secretary, Organisers, stakeholders and members, this position keeps the Branch running smoothly, efficiently and professionally. As a trusted and reliable central role, the administration role enables the team to stay focused on representing members, advancing collective interests and delivering strong outcomes.

Skills & Experience

- **Commitment to Trade Unionism:** A strong dedication to the principles and values of trade unions.
- **Team collaboration:** Able to work well within a small team, adapting to a variety of tasks to meet the organisation's needs.
- **Digital literacy/ Technical proficiency:** Strong knowledge of Microsoft Suite, including Outlook, Word, Excel and PowerPoint. Troubleshoots routine issues, improves workflows, and uses systems efficiently across the branch.
- **Scheduling and Coordination:** Coordinates meetings, rooms, travel logistics/transport/accommodation, paperwork and reminders across competing demands. Oversee diary management for State Secretary scheduling appointments and meetings.
- **Communication:** Tailors communication to audience, handles sensitive conversations professionally, and prepares polished correspondence.
- **Member and stakeholder service:** Manages difficult stakeholders calmly, improves service processes, models professional service standards.
- **Confidentiality, discretion and integrity:** Is trusted with highly sensitive matters, reinforces ethical standards, and guides others on proper handling.
- **Time management and prioritisation:** Allocates work strategically, anticipates bottlenecks, and supports team workflow under pressure.

Responsibilities

Reception: First point of contact for all calls and enquiries, first call resolution where appropriate, and staffing the reception desk at the Branch Office.

Diary management: Oversee and coordinate the State Secretary's schedule, meetings and appointments.

Travel and accommodation: Arrange travel logistics, bookings for transport and accommodation across branch personnel.

Event management: Arrange meetings, schedules and booking of venues for conferences. Sending invitations, anticipating clashes and pre-empting solutions to support efficient workflow and coordination of events.

Correspondence/Stakeholder management: Draft, monitor and respond to written correspondence according to relevant audience, addressing matters with utmost professionalism and timeliness. Responding to calls and messages with professionalism and courtesy. Including liaising with politicians, government departments and boards.

File management: Establishes data quality practices, identifies systemic issues, and improves integrity of data reporting. Organises and maintains files, correspondence and documents in line with AMWU policies, confidentiality and the Privacy Act.

Membership enquiries: Liaising with members and updating the membership system under the guidance of the National Membership Coordinator.

Ad-Hoc Requests: provide additional support as required by the State Secretary or Branch Organisers on various tasks or projects.

Benefits

- Full-time, 35 hours per week. Option for part-time or job share for the right candidate(s).
- Monthly RDOs (Rostered Days Off) for full-time.
- 25% leave loading
- 12% superannuation
- 4 weeks annual leave, plus Christmas shutdown

Please submit your application addressing the skills, experience and responsibilities outlined above. Applications must be emailed to ns@amwu.org.au