



JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Administrative Assistant

Discovery Coast Dance Centre is a fast-growing, family-run business, providing quality dance education to students of all ages and abilities. Our core values are:

- Love & Service
- Dedication & Commitment
- Striving for Excellence

Location: Agnes Water, Queensland

Job Type: Casual (approx. 10-20 hours per week)

Salary: As per the Fitness Industry Award 2020

Position Overview:

We are looking for a detail-oriented and proactive Administrative Assistant to join our team. The ideal candidate will have strong organisational skills, excellent communication abilities, and the capacity to manage various administrative tasks efficiently. As an Administrative Assistant, you will be the first point of contact for students, parents, and visitors, and play a crucial role in the smooth operation of our dance school.

Key Responsibilities:

- Greet and assist students, parents, and visitors in a friendly and professional manner
- Manage the front desk, answer phone calls, and respond to emails promptly
- Maintain accurate student records and manage the enrolment process
- Manage student resources and absences
- Manage costume and uniform inventory
- Assist with payment processing
- Prepare and distribute communication materials
- Maintain office supplies and ensure the studio is clean and organised
- Support staff with administrative tasks and special projects as needed
- Assist in organising events and performances
- Handle enquiries and provide information about classes, schedules, and policies
- Update and manage the school's social media platforms and website
- Implement new and improved workflows for administrative tasks
- Model high standards in behaviour and ethics

Qualifications:

- Proven experience as an administrative assistant or in a similar role
- Strong organisational and multitasking skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite (Word, Excel)
- Familiarity with office management systems and procedures, and other online platforms (Canva)
- Ability to work independently and as part of a team
- High level of attention to detail and problem-solving skills
- Friendly and approachable demeanour
- Previous experience in a dance school or arts organisation is a plus
- Ability to work flexible hours, including some evenings



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Benefits:

- Opportunities for professional growth and development
- Supportive and dynamic work environment
- Option to work from home as needed

How to Apply:

Please send your Cover Letter, Resume and any relevant certifications to info@dcdancecentre.com.au with the subject line "Admin Assistant Application – [Your Name]." Please include details of your relevant experience and why you are interested in working with Discovery Coast Dance Centre.

Application Deadline: **Friday, 5 July**

Join us at Discovery Coast Dance Centre and help us provide dance opportunities for our community and inspire the next generation of dancers!