

TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Complete office administrative tasks</p> <ul style="list-style-type: none"> Open, sort, and send mail Respond to email, verbal and written communication Record, prepare, sort, classify and file information <p>2. Support operational management</p> <ul style="list-style-type: none"> Prepare work schedules Prepare timesheets Prepare business reports Assist with period end processes Assist with maintaining training records Record and report maintenance requests <p>3. Assist with information management and on company systems</p> <ul style="list-style-type: none"> Enter data into systems (for example, payroll) Order stock online Reconcile receipt of stock orders May approve payments <p>4. Assist with banking and billing</p> <ul style="list-style-type: none"> Assist with reconciliation of cash takings and billing procedures <p>5. Liaise with clients and staff</p> <ul style="list-style-type: none"> May perform receptionist duties May oversee site visitors records <p>6. Use of business equipment</p> <ul style="list-style-type: none"> Operate business machines and telephone equipment <p>7. Follow OH&S and security procedures</p> <ul style="list-style-type: none"> Adhere to OH&S and security procedures Deal with emergency situations Foster a consultative process Provide feedback on OH&S and security Assist in achieving satisfactory audit results <p>8. Business compliance</p> <ul style="list-style-type: none"> Research information required for business compliance Ensure compliance with requirements Update and maintain knowledge and records 	<p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent 3kg to 8kg; Occasional up to 20kg Carrying: Occasional less than 10m; Rare more than 10m <p>Mobility</p> <ul style="list-style-type: none"> Walking: Short distances on even surfaces and on uneven surfaces Standing: Dynamic standing Sitting: Less than 1 hour, occasional longer than 1 hour <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Close to body, away from body and above shoulder <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross prehension or power Hand dexterity: Workstation use - keying/mousing intermittently <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Rare <p>Other demands</p> <ul style="list-style-type: none"> Driving: Varied durations as required Climbing: Stairs 	<ul style="list-style-type: none"> Maintain personal presentation standards Intermediate reading comprehension skills Intermediate numerical skills Organisation and time management skills Ability to do multiple tasks concurrently Ability to communicate with peers and customers Ability to work in a team Capacity to resolve conflicts and negotiate with others Follow instructions and take direction May be exposed to aggressive customers May be exposed to customers of all ages Medirest – may be exposed to the passing of residents and their mortal remains 	<p>Environment</p> <ul style="list-style-type: none"> Office and site based work May drive a variety of vehicles May fly in aircraft Possible travel to remote locations (including offshore facilities) Possible exposure to extreme heat Possible exposure to chemicals and irritants (e.g. nickel, cleaning products, etc.) Working hours as per site roster <p>Equipment</p> <ul style="list-style-type: none"> Ergonomic chairs/workstations Use of computers and ancillary equipment Telephone (landline and mobile) May operate vehicles (usually cars, vans etc.) Use of office equipment <ul style="list-style-type: none"> Fax Photocopier Scanner