

Position Title:	Administration Officer
Position Type:	Professional Employee – Permanent
Hours	25 Hours per week with Flexible Work Arrangements available
Location:	Milton, Brisbane, Queensland
Abt Job Level:	1
Reporting To:	People & Culture Lead
Position Summary:	The Administration Officer is the first point of contact for clients and visitors to Abt Associates; and is responsible for all general administration activities including reception, supporting workplace health and safety, maintaining facilities and organising internal social events.
Key Responsibilities:	<p>Reception</p> <ul style="list-style-type: none"> • Greet clients and visitors with a positive, helpful attitude • Answer phones in a professional manner, forward and screen calls and refer inquiries • Sort and distribute post and courier office mail and packages. <p>Workplace Health & Safety</p> <ul style="list-style-type: none"> • Maintain office security by following safety procedures, issuing guest passes and maintaining the visitor logbook • Support office workplace health and safety activities eg: audits and corrective actions, COVIDSafe initiatives, first aid kit supplier and emergency evacuations • Maintain general office signage, floorplans and contact lists (including email distribution lists). <p>Facilities</p> <ul style="list-style-type: none"> • Monitor and maintain office supplies such as stationery, office equipment and inventory supplies as required • Prepare and maintain meeting rooms, kitchen areas, shared office spaces and other amenities • Assist with the procurement of new vendor services and lease agreements (as required) • Manage the allocation of car parks • Liaise with building management regarding general office and building maintenance issues. <p>Internal Workplace Events</p>

	<ul style="list-style-type: none"> Support the coordination of home office functions and social events, including invitations, catering, room hire, travel and transport. <p>General Administration</p> <ul style="list-style-type: none"> Assist with filing, archiving, photocopying, data entry and typing general correspondence as required Manage cab charges; assist with executive credit card reconciliations and invoice processing Other duties as requested by line manager.
Selection Criteria:	<ul style="list-style-type: none"> Prior experience as an office administrator or handling administrative responsibilities in a related field Excellent communication style and customer service focus to greet clients and visitors and manage phone inquiries Experience organising small-medium events and functions Demonstrated time management and organisation skills Proficient computer skills, including Microsoft Office Suite (Word, Excel, Outlook and Powerpoint) Able to contribute positively as part of a team, assisting with various admin tasks as required
Equity & Safeguarding:	<p><i>We encourage applications from diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We value individuality and celebrate differences with a strong commitment to diversity, equality, racial equity and inclusion.</i></p> <p><i>Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. We will not tolerate discrimination, harassment, child abuse, sexual abuse or exploitation in any form, and expect everyone to be treated with respect and dignity.</i></p>
About Us:	<p>Abt Associates is a mission-driven, global leader with a proven track record in complex program implementation in the international development sector. We offer bold solutions and technical excellence in Health, Economic Growth, Governance, Research & Evaluation, Environment & Energy, Gender Equality & Social Inclusion.</p> <p>Working with our many partners, we have driven measurable social impact for more than 55 years, to achieve our mission of improving the quality of life and economic well-being of people worldwide. We operate in remote and challenging environments and employ more than 3,700 staff in over 50 countries. For more information about us and what we do, visit our website at www.abtassociates.com</p>

<p>Our Values:</p>	<p>Mission</p> <ul style="list-style-type: none"> • I am driven by Abt's mission to improve the lives of people worldwide. • I contribute directly to and positively affect our financial health to expand our mission and sustainable impact around the world. <p>Excellence</p> <ul style="list-style-type: none"> • I approach my work with discipline and rigor while seeking opportunities for continuous improvement and development. • I set high expectations for myself and others, and take responsibility to coach and teach others. • I will be entrepreneurial and actively pursue innovation, and encourage others to do the same. • I seek to achieve the best outcomes, to maintain Abt's reputation for excellence, even if the path is uncomfortable. <p>Diversity</p> <ul style="list-style-type: none"> • I value individuals of all races, ethnicities, religions, genders, sexes, sexual orientation and identity, ages, mental and physical abilities, and nationalities. • I actively build a diverse Abt community that collaborates with and reflects those we serve. • I empower and create opportunity, so all voices are heard regardless of background and experiences. <p>Respect</p> <ul style="list-style-type: none"> • I work to earn, build, and sustain trust. • I treat people with respect regardless of their position or their agreement with me. • I consider the impact that my words, actions, and decisions have on others. <p>Integrity</p> <ul style="list-style-type: none"> • I do the right thing, even when no one is looking. • I am accountable for my choices and actions, and I honor my commitments. • I seek to understand and learn from mistakes. <p>Balance</p> <ul style="list-style-type: none"> • I can flex when I work, where I work, or how I work to meet both personal and professional commitments. • I contribute to an environment where my colleagues can experience balance.
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	<ul style="list-style-type: none"> • I must balance all of Abt's stakeholders' interests in my decision making.
Our Core Competencies:	<ul style="list-style-type: none"> • Delivers Results • Builds Internal and External Customer Satisfaction and Loyalty • Develops People • Communicates • Sets Vision and Direction • Demonstrates Sound Financial and Business-Related Practices • Builds Teams and Cooperation • Promotes Technical Excellence and Quality • Promotes Diversity; and • Acts as a Role Model