

ADMINISTRATIVE OFFICER - CLIMATE

Employer: Australasian Centre for Corporate Responsibility

Work Type/s: full time preferred, 3-4 days/week considered (please specify your preference when applying) - flexible hours are available

Salary: \$60,000 - \$75,000 + super depending on experience, pro rata if part time

Classification/s: [ethical jobs]

Sector/s: Not For Profit (NFP)

Location: Sydney office (preferred) or Canberra office, with the possibility for substantial work from home if desired; we are open to other Australian locations, working remotely.

Job posted on:

Applications close: 9am on Monday 24 May 2021

Overview: ACCR challenges companies to respond to the most important issues of our time, like how they treat their workers, the planet and all who have a stake in their business activities, such as First Nations communities. ACCR has a dynamic team of approximately 20 driven and experienced staff, located around Australia, and we work together with a network of partners globally. As shareholders ourselves, we pursue various avenues of shareholder advocacy, including through the filing of shareholder resolutions. Working together with partners globally, we seek to impel major shareholders in particular companies responsible for systemically significant greenhouse gas emissions, to support assertive decarbonisation strategies.

Thanks to a heightened awareness of the importance of our work, and the urgency of the issues - like climate change - that we work on, we are growing rapidly. We are seeking an administrative officer to support our growing global climate team.

Background: We were founded as a non-profit organisation in 2012, and since that time we have promoted ethical investment and assisted investors through education, research, collaboration, engagement and advocacy. We are a member of both the UN Principles for Responsible Investment (UNPRI) and the Responsible Investment Association of Australasia (RIAA).

Responsible to: Project Manager, Global

Key Relationships: Global Project Team and Operations Manager

The role

Key accountabilities include:

- General administrative support, including finalising Powerpoint presentations, taking minutes at steering group meetings and making arrangements for internal and external meetings and travel
- Support the efficiency of the team through document management including ensuring all documents and correspondence are saved accurately and key information and learnings are shared across the organisation.
- CRM (Salesforce) data management; including data entry of contacts and key meetings, creating reports for mailing lists and data reviews to ensure information is up to date and accurate
- Assistance with tracking project milestones and report writing
- Organising events such as webinars and team meetings
- Running reports from external databases, downloading and organising data
- Maintaining calendar of events for the Climate team and sharing key events across the organisation
- Working closely with the Finance Manager, support the global project team with the reconciliation of expenses and submission of receipts.

About you

You have:

- The ability to learn quickly and accurately develop and follow process
- An aptitude for using technology, with experience across a range of tools including the Google suite of applications, a CRM such as Salesforce, online conferencing platforms such as Zoom, Google Meeting, Microsoft Meetings and workflow tools such as Notion
- Great attention to detail and organisational skills
- Flexibility with work hours to accommodate European and USA time zones

- Great interpersonal skills and able to thrive in a dynamic, experienced and passionate team environment
- A strong affinity for ACCR's mission to promote ethical investment and our work in relation to climate, human rights and workers' rights, and our values including valuing diversity

Application Guideline

To apply, please email the below to careers@accr.org.au, with the subject line "Administrative Officer - Climate application":

- Your up to date resume.
- Up to 700 word statement addressing the criteria
- Your preferred work load and location.

ACCR encourages applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders. ACCR has policies on anti-discrimination and equal opportunity to which all staff are expected to adhere.