

Job Description

Job title:	Administration Officer
Reports to:	Office Manager
Status:	Part time, 0.5 FTE
Location:	East Melbourne
Remuneration	\$55-62k range pro rata + super
Date:	July 2021

Job Purpose

The mission of the Cathy Freeman Foundation (CFF) is to support Aboriginal and Torres Strait Islander children to realise their full potential. We deliver programs that support over 1600 Indigenous students in 4 remote communities to realise their full potential in school and beyond.

We're looking for a professional Administration Officer with relevant experience who wants to join our team of staff to make a difference on a part-time 12-month contract, working 0.5FTE per week based in East Melbourne.

Key Responsibilities

Administration

Some day-to-day responsibilities include...

- Manage the CFF office phone and admin email inbox, including responding to queries in a timely manner and/or directing inquiries to the appropriate CFF team member.
- Receiving and directing visitors at the CFF main office.
- Stationery stock management.
- Document management, including archiving, disposal, and storage.
- Mail receipt, distribution, and dispatch.
- Courier management.
- Preparing team meeting agendas, taking minutes, and distributing documents.
- Team diary management.
- Creating letters, formatting documents when required.
- Printing, copying, typing, filing, scanning, and binding documents for the team when required.
- Provide general administration support to the wider CFF team/Ad hoc admin as required.
- Arranging meetings internally and externally which includes, conference calls, video conferencing, managing interstate time zones, catering, and room requirements.
- Procurement of staff amenities.
- Facilities management (security, maintenance etc).
- Arranging travel and accommodation when required for the team.
- Maintain a well-presented and organised office environment, including the organisation of relevant external and internal events with key stakeholders.
- Other duties as requested by the Directors, CEO, and team, supporting tasks as required from time to time.
- Provide support for Events as required.

Essential Requirements

- Working with Children Check
- Police Check

Qualifications, Experience & Skills

Essential:

Passion for supporting the mission of the Cathy Freeman Foundation, and delivering excellence in your role, are just the start.

To be considered for the role and be successful in it, we are looking for a person who has the following key skills and experiences:

- Proven experience in administration, reception, or similar positions.
- Demonstrated knowledge and competency in Microsoft Office program suite including Outlook, Word, and Excel.
- Proficient in operating general office equipment e.g., photocopier, scanners, etc.
- Demonstrated experience in switchboards (answering calls, placing on hold, transferring).
- Well-developed interpersonal and communication skills necessary to ascertain the needs of visitors and callers with complex and diverse requirements and from a variety of diverse backgrounds.
- Demonstrated ability to interact with and defuse volatile situations with clients/visitors.
- Ability to reflect the professional image of CFF to staff, visitors and callers.
- Ability to work autonomously as well as part of a team with demonstrated ability to take initiative when appropriate whilst acknowledging the need to seek advice on matters outside of experience or authority.
- Ability to liaise with and assist people across all levels, both internally, externally and from diverse backgrounds.
- Demonstrated commitment to being consistently punctual and reliable.
- Understanding of and empathy with the values and ideals of CFF.