

POSITION DESCRIPTION

Office Manager

POSITION SUMMARY

Anglicare Australia seeks to promote a just and caring society. The Anglicare Australia national office supports and coordinates the joint social policy, research, advocacy and network development activities of the diverse Anglicare Australia network.

The Office Manager will be responsible for essential core functions that ensure our small but busy office runs smoothly and effectively. The role provides general administrative support to the national office and staff, and is responsible for physical office management, systems management, and financial administration. Through its support of Anglicare Australia's membership, the position assists with communications and event management relating to the national office and to members.

DUTIES

- Provide general administrative support to the national office team including reception duties, opening and processing of mail, preparation of mail-outs, ordering of supplies, ensuring equipment is maintained, maintaining files, databases and managing the information flow, and general correspondence.
- Provide secretariat and logistical support to national network groups, including the Anglicare Australia Board.
- Support members' involvement including arranging meetings, teleconferences and events; collation and distribution of papers and reports, travel and accommodation arrangements if necessary, and venue and catering as necessary.
- Provide member support coordination, record keeping and communications support for national office projects, in particular the national Conference and AGM, the CEO forum, the Anglicare Australia Awards, Telstra's Bill Assistance Program, and in-house reports and publications.
- Preparation of accounts for payments and reconciliation of petty cash, including liaising with external bookkeepers, maintaining financial records, annual audit preparation, reconciling payments, archiving and secure destruction.
- Provide other administrative and communication support as required.

ESSENTIAL SELECTION CRITERIA

- High and up to date proficiency in the Microsoft Office suite, and experience with virtual meeting technology (for example, Zoom or Teams).
- Demonstrated strong organisational skills, and experience in office management procedures and administration. Project management skills not essential but highly regarded.
- Strong professional interpersonal skills with a proven track record of excellent customer relations management and service
- Good oral and written communication skills and demonstrated ability to communicate clearly and confidently with a range of people.
- Ability to handle competing demands, coordinate events and respond to deadlines.
- Ability to work as part of a small team, with minimal supervision.
- Problem solving skills and a 'can do' attitude.
- Strong work ethic, personal integrity, and ability to maintain confidentiality.
- An appreciation of and willingness to work with the values of Anglicare Australia.