



**B'nai
B'rith**

B'nai B'rith

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Position Description (Updated July 2022)

Position Name: Office/Centre Administrator

Conditions: 30 Hours a week.

Reporting structure: Responsible to Marketing Manager and President of BBNSW.

Role description:

The B'nai B'rith Administrator will be responsible for providing high level member services and effective facilities management.

Key Responsibilities include:

Facilities Management –

- Ordering of essential supplies
- Ensure centre is maintained to the highest standard
- Ensure all relevant WHS protocols are met

Administration –

- Provide appropriate and high-level customer service (spoken and written communication)
- Ensure efficient operation of the reception area
- Maintenance of office equipment including consumables, service agreements, contracts, and repairs
- General accounting support as required
- General IT support as required
- Data base management
- Ensure that all communication is completed in line with organisational branding guidelines and standards
- Support Marketing manager by collating and uploading member communications



- Support Marketing manager in delivery of all social media and media releases
- Support the President by collating and producing the AGM report and Triennial Conference report
- Ensure website remains up to date

Relationships and Liaisons –

- Ongoing liaison and consultation with stakeholders
- Participate in the development and running of events in the Centre
- Proactive support for the development and ongoing operation of the Community Centre
- Attend meetings as requested and active participation in information exchange

Qualifications, skills and experience required for the role:

WWCC

First Aid certificate

Attention to detail and the ability to multitask and work to tight deadlines

Experience in delivering the service requirements in a positive and proactive manner

Relationship management experience to build and maintain a strong rapport with colleagues, members, and contractors

Strong administration skills

Accredited IT skills in all the programs required

Previous experience in a similar role