



# Position Description

## Office Coordinator

Lifecycles is a small, passionate team working in sustainability assessment for clients across the globe. We are looking for a person with great communication and organisational skills as well as a passion for sustainability.

### Position summary

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Position Title:	Office Coordinator
Time Fraction:	Casual – 10-16 hours per week
Tenure:	12 months with a part-time possibility thereafter
Remuneration:	\$27 – 30 per hour, plus leave loading
Location:	4/30-34 Oxford Street, Collingwood VIC 3066
Start:	1 <sup>st</sup> June 2025

### About Lifecycles

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Lifecycles is a leading provider of environmental life cycle assessment (LCA) research, consulting, training as well as software tools on sustainability metrics for companies and governments in Australia and around the world.

We use life cycle approaches to enable businesses and policy makers to understand the full impact of their activities and to improve their sustainability performance. Our experienced team is undertaking complete LCAs for diverse clients across all sectors of the economy and the globe.

Lifecycles also provides data, software, modelling support and methodological training to the Australian LCA community.

### Job summary

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The Office Coordinator is responsible for:

- Managing incoming communications (email phone etc)
- Logistics for staff travel and events
- Assist with bookkeeping & invoicing
- Office orders, organisation and call forwarding
- Document preparation & correspondence
- Assist with sales & customer management
- Assist the Director & Business Services Manager
- Other ad hoc duties as required

Lifecycles supports a work-life balance and is happy to organise a work schedule that fits the successful candidate's requirements.

This role would suit a student or someone returning to work, however everyone is encouraged to apply.

## Requirements

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1. Knowledge of office administrator responsibilities, systems and procedures
2. Proficiency in MS Office (particularly MS Excel, Word, Outlook & Adobe)
3. Basic web skills
4. Excellent time management skills and the ability to multi-task and prioritise work
5. Attention to detail and problem-solving skills
6. Excellent written and verbal communication skills
7. Strong organisational and planning skills
8. Willingness to work in a collaborative environment
9. A creative mind with the ability to suggest improvements
10. Resilience and the ability to persevere and remain calm under pressure

## Desirable

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1. You enjoy organising and problem solving
2. You have some prior experience in bookkeeping (QuickBooks)
3. You are a strong communicator
4. An interest in sustainability and an enquiring mind
5. You have some knowledge of LCA

## Reporting relationship

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The successful candidate will report to the Director of Lifecycles and the Business Services Manager.

## Qualifications and experience

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- Experience in bookkeeping, office administration and/or EA
- A degree / certificate in business administration favourable

## How to apply

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Please send your resume and cover letter to Chrissi, [chrissi@lifecycles.com.au](mailto:chrissi@lifecycles.com.au) by COB the 29<sup>th</sup> May 2026.