



Office Manager

Job Description + Selection Criteria

Applications close **Sunday 23 August 2026**



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- Purpose** To provide overall Office Management and basic HR Administration support.
- Contract Type** Part time.
- Hours** **0.6 = 3 days / 22.5 hours per week:**
Days to **include Fridays** and otherwise be agreed, with flexibility to suit the successful applicant.
- Remuneration** **\$72,000 per year, pro rata.**
- Reporting** This position reports to the Training Manager.
- Location** We are currently based at Level 1, 20 Southport St, West Leederville WA 6007.
However, we will be moving to 3-5 Bennett St, **East Perth**, from January 2027.
- About Us** Evolve WA is a bespoke training company offering a range of innovative services to help people develop and organisations evolve.

At Evolve, we offer a range of practical training solutions designed to meet the needs of the private, government and community sectors.

Evolve is not an RTO. evolvewa.com.au
- Eco-friendly workplace** We strive to minimise our environmental footprint and maintain an eco-friendly workplace. We have a range of measures to ensure the sustainability of our operations.
- Inclusive workplace** Our workplace is **proactively welcoming and inclusive** of people of all ages, genders, sexuality, ethnicity, (dis)ability, parental status, health situation and personal quirksiness.

The premises is wheelchair accessible and we will go out of our way to accommodate any cultural, health, family or other special needs.
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- Mentally healthy workplace** We aim to be a positive and mentally healthy workplace by taking specific steps to ensure a **supportive, warm and caring environment**.

While maintaining professionalism, we also seek to be a **fun, playful and creatively fertile workplace**.

As a wellbeing organisation, we are very **proactive about staff mental health**.
Staff also get free access to all of our [public training courses](#).

Roles and Responsibilities

Office and Building Management

- **Develop systems** to improve business functioning including task automation.
- Help maintain and improve the **office premises** including building and equipment.
- Help with **calendar coordination** and scheduling of meetings.
- Coordinate **insurance renewal, WHS and security** requirements.
- **IT coordination** including hardware, software and phone systems.
- **Organise repairs and maintenance** of building and equipment (eg: printer, coffee machine, dishwasher, projectors, SmartScreen, computer equipment).
- **Liaise with landlord/building management** as required.
- **Procurement and stock control:** run well-organised procurement systems and research and procure requirements as needed, including consumable stock control.

NOTE: this role is not expected to provide IT support or venue cleaning or set up.

Human Resources Administration

- Maintain accurate and up to date **employee and contractor records**.
- Oversee **employee reporting in Xero** such as timesheets and leave entitlements.
- **Liaise with external Bookkeeper** regarding any employee details or payroll matters.
- **Recruitment and onboarding documentation** such as JDFs, scheduling interviews, new employee forms, tax and superannuation documents, letters of offer.
- **Other HR related correspondence** such as variation to contract.
- **Assist staff with any queries** related to pay, leave, entitlements or HR matters.
- **Liaise with external HR Consultant and Evolve Management** on HR matters as required, including compliance with Fair Work requirements.

NOTE: this role is not required to process payroll or manage staff.

Venue Hire

- Source and coordinate **external venues** for specific training events.
- **Manage future potential venue hire** by non-training external users.

Other

- Attend **team meetings**.
- Help improve **internal communications** and synchronicity and promote staff comfort and wellbeing.
- **General administration** such as record keeping, filing, word processing, correspondence, research, and purchase of event requirements.
- **Other tasks** as requested.

Selection Criteria

Essential

1. At least **two years' experience** in a similar Office Management role.
2. Sound knowledge and experience in **compliant HR administration**, correspondence and record keeping.
3. **Systems oriented thinker** who builds and maintains great systems.
4. A highly organised approach with strong **general administrative and time management skills**.
5. Ability to use (or quickly learn) and care for a range of **equipment**, including: phone system, photocopier, dishwasher, data projector, coffee machine.
6. Excellent computer literacy and strong skills with the **Microsoft Office suite**.
7. **Positive and inclusive attitude** towards diverse groups and philosophical **alignment with Evolve's values** (see next page).

Desirable

8. Formal qualifications in HR, Business Management or Administration would be well regarded.
9. Interest in **training, event management and/or health and wellbeing**.
10. **Experience with** monday.com, [Humanitix](https://humanitix.com), [Xero](https://xero.co.nz), or similar software, would also be highly regarded.
11. While not required, **any other skills you may have** which would complement this role, will be considered. These may include Bookkeeping and Accounts, Marketing and Promotions, IT/tech skills or anything else you think may be relevant.

MISSION

*To deliver innovative, high-quality professional development and community education courses and special initiatives, which help people, organisations and communities **evolve***

OBJECTIVES

S

Sustainable Growth

We're expanding, diversifying and evolving

E

Excellence

Our services are high-quality and great value

R

Responsiveness

We're client-driven, attentive to needs and easy to deal with

V

Versatility

We're collaborative, flexible and innovative

E

Empathy

We care about people and share our resources with those in need

VALUES & CULTURE

Operate ethically, with accountability and transparency, and achieve triple bottom line success.

Integrity

Daring Innovation

Brave uncertainty and embrace informed risk to nurture creativity and grow bold new ideas.

Committed to a culture of kaizen: continuous improvement. We are flexible, nimble and always looking for better ways.

Continuous Improvement

Community Care & Social Conscience

Promote social justice, human rights, sustainability and human wellbeing, and walk-the-talk in our own community.

Celebrate and build on staff strengths and passions to enhance capacity and fulfil potential.

Strengths-Based Practice

Inclusion

Celebrate and include people of all genders, sexuality, ethnicity, (dis)ability, family status, health and personal quirks.



Selection Process

What	When
If you have questions not answered in this document, please contact office@evolvewa.com.au	Now
If you would like to apply, please send your application to office@evolvewa.com.au including: • A succinct letter, summarising your suitability and availability • Your CV • Contact details for at least two referees	Received by Sunday 23 August 2026
Interviews offered. If you have not heard from us, please assume that you have not been selected for interview.	By COB 25 August
Interviews held.	Week of 24 August
Final selection and offer made. We will contact unsuccessful interviewees to advise of the outcome.	Week of 24 August

We hope that the new staff member will start **in early September 2026**.

Thank you for your interest.

