



Receptionist/Executive Support

This role is office based and is full time (38hrs per week). Office is located in the heart of Frankston. The role is within an Aboriginal organisation and Aboriginal people are encouraged to apply. Experience with Aboriginal communities is highly regarded. We are looking for a high-level receptionist/admin assistant who works well within the team, can support executive staff/board with demonstrated experience to get the job done.

Full time Administration Assistant – Level 4
(Clerks Private Sector Award 2010 [MA000002])

Salary \$40,000 - \$59,000 depending on experience and skills

Position Description

Under the direction of the Chief Executive Officer (CEO):

- Organize Board meetings and Directors' related appointments
- Plan and coordinate travel, itinerary and accommodation for Board
- Prepare agendas and notices for meetings
- Record, compile, transcribe and distribute minutes of meetings
- Respond within 7 days of Board Meeting to advise membership applicants of outcome
- Maintain Membership Register
- Maintain digital, spreadsheet, data and email contact lists
- Produce and distribute photocopying, correspondence, memos, letters, faxes & forms
- Manage petty cash to \$300
- Prepare reports as directed
- Develop and maintain hard copy and electronic filing systems
- Maintain office supplies
- Deal with highly sensitive and confidential information
- Collect mail. Open, sort and distribute incoming correspondence
- Greet guests and visitors. Be the first point of contact for internal and external stakeholders
- Answer and direct all incoming phone calls
- Coordinate and maintain records for staff, telephones, parking & petty cash where applicable
- Banking cheques, collecting and forwarding of mail
- Coordinate meetings roster and sending out roster details to reps and stakeholders
- Accept additional administrative tasks as requested by Chief Executive Officer or Cultural Heritage Manager

Skills, knowledge and experience

- A sound understanding of Microsoft Word and Excel.
- Minimum 3 years experience in similar position
- Excellent accuracy, attention to detail and organisational skills
- Confident team player
- Effective time management skills
- Exceptional communication skills
- Current computer skills
- Operation of standard office equipment
- Clerical and administrative procedures and systems such as filing and record keeping
- Principles of Basic Office Management

Key Competencies

- Drivers licence
- Communication skills both oral and written
- Planning and organisation
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Adaptability
- Client and customer service orientation
- Teamwork
- Ability to prioritize, multitask and meet deadlines
- Ability to work unsupervised
- Maintain confidentiality

To apply

Please send CV and contact details to manager@bunuronglc.org.au

Applications close: 16 November, 2017.