



Office Manager

Employer: Western Sydney Community Legal Centre Limited

Work Type/s: Full Time

Classification/s: Administration, Project Management

Sector/s: Not For Profit (NFP)

Location: Sydney

About Western Sydney Community Legal Centre (WSCLC)

WSCLC provides free legal advice and other legal and related services to disadvantaged people in the Western Sydney area. It operates a generalist legal practice and specialist legal services including the Parramatta Community Justice Clinic, Student Legal Services Western Sydney University, Home Building Advocacy Service, Aboriginal Legal Access Program and a Clinical Placement Program.

WSCLC also auspices a number of community programs including Western Sydney Tenants' Service, Children's Court Assistance Scheme, Central West Contact Service, and Parramatta Women's Domestic Violence Court Advocacy Service.

WSCLC operates from multiple locations across Western Sydney, including Parramatta, Harris Park, Rooty Hill and Windsor.

About this Role

The Office Manager will be responsible for managing a broad range of office services including facility management, equipment procurement and IT, streamlining administrative procedures, and developing efficient and effective intra-office communication protocols.

This position will be ideal for someone who is well organised, flexible and enjoys the administrative challenge of supporting a multi-office organisation of diverse staff.

Key responsibilities

- Facility Management
- Procurement
- IT
- General Administration

This position will directly report to the CEO. This position has no direct reports.

Regular Location of Employment is Parramatta office but the successful candidate will be expected to travel all sites – Parramatta, Rooty Hill, Windsor and Harris Park

Selection criteria for this position

Essential

- Demonstrated experience in administration, procurement and facility management
- Knowledge of office management administrative practices, systems and procedures
- Advanced Computer skills and knowledge of office software packages
- Strong organisational and planning skills
- Strong work ethic and the ability to work without close supervision
- Commitment and accountability for the work performed
- Effective verbal and written communication skills

Desirable

- Website management
- Resourcefulness
- Multicultural sensitivity awareness

Remuneration is based on:

Social, Community, Home Care & Disability Services (SCHCADS) Industry Award 2010, Level 6 Pay point negotiable (\$44.14 per hour - \$46.07 per hour) (plus 9.5% Superannuation and optional Salary Packaging),

How to apply for this job

All applications require:

- A CV including 2 referees
- A statement addressing the Selection Criteria.
- Applications that do not include a statement against the selection criteria will not be considered.
- Applications to be emailed to recruitment@wsclc.org.au using the subject line: Office Manager application via EthicalJobs.

Applications for this position close on Monday 17 December 2018 by 5:00 pm.

Please note: Only shortlisted applicants will be contacted.

For Enquiries: Email recruitment@wsclc.org.au

**CLICK HERE FOR FURTHER
INFORMATION AND TO APPLY**