



Administration Manager

Part time (80% FTE) / Permanent

Médecins Sans Frontières is the world's leading independent organisation for medical humanitarian aid. We offer medical assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

The Administration Manager is responsible for managing the office, its facilities/assets/documents (including their security) as well as that of staff. The overriding object of this position is to ensure the efficient running of the office and administrative services so that all staff members are able to carry out their work effectively.

The successful candidate must have tertiary qualifications in Business Management (or a relevant field), high level administrative and organisational skills and previous experience managing medium to large offices.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities

For a copy of the job description including the full selection criteria, please see the attached job description or contact the HR Advisor.

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia Ltd and attach a copy of your CV.

Applications & enquiries to the HR Advisor, officerecruitment@sydney.msf.org

Closing date: Applications will be reviewed as they come in, please apply as soon as possible.

WEB
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