

SWINBURNE

SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Administration Assistant

- Provide high level team admin support
- Salary from \$68,506 + 17% super
- 12 month fixed term contract, Hawthorn location

About the job

The Swinburne Research Office is on the lookout for an Administration Assistant to join their team. In this busy role, no 2 days will be the same. Working closely with the Executive Director, Research Office, you will support her and other senior leaders as required. Your daily tasks will include diary management, coordination and secretariat for meetings/committees (internal and external), travel, preparation of papers, administration of paperwork relating to delegated authorities, financial administration and working with colleagues to support projects and events as required, taking a proactive approach and seeking to resolve issues as they arise.

About Swinburne

Swinburne is a place where your work can impact the national economy and wellbeing of our society. We promote diversity, support career development, provide flexibility and offer competitive salary packages.

About you

To be successful in the role, you will have:

- Extensive experience in the provision of high level administrative and executive-level support, including the ability to maintain confidentiality and discretion.
- Demonstrated ability to provide excellent customer service to senior leaders, internal and external stakeholders.
- Demonstrated high level organisational skills including the ability to work effectively under pressure without immediate supervision whilst maintaining quality outputs.

Benefits

- Participate in regular staff and management development programs
- Hawthorn Aquatic and Leisure Centre (HALC) discounted memberships
- Onsite health services
- Private health insurance discounts
- Weekly yoga and pilates classes

Discover more discounts when you start at Swinburne. Receive movie tickets and staff membership options at the Swinburne bookshop. There's news subscriptions and computer and software discounts on offer.

Further information and how to apply

At Swinburne, we celebrate our diverse culture and the strength this brings to our workforce. We are committed to our Indigenous Employment Strategy and are therefore seeking to increase the representation of Aboriginal and/or Torres Strait Islander peoples within the University, where traditionally they have been under-represented. Pursuant to a Special Measure under Section 12 (1) of the Equal Opportunity Act 2010 (Vic), we will therefore only consider applications from suitably qualified Aboriginal and/or Torres Strait Islander candidates for this position.

To find out more about our Indigenous Employment Strategy please visit: <http://www.swinburne.edu.au/about/our-university/indigenous-matters/reconciliation-action-plan/>

To view the position description or to start an application click on **apply** at the bottom of this page and submit a resume and cover letter letter only.

For further information about the position, please contact Ania on 03 9214 4856.

If you are experiencing technical difficulties with your application, please contact the Recruitment team on staffrecruitment@swin.edu.au

Should you require further support for an interview due to special needs or consideration, please contact our Diversity Consultant, Dr. Walter Robles, on inclusion@swin.edu.au. For support or queries related to Aboriginal and Torres Strait Islander employment, please contact DeadlyCareers@swin.edu.au.

Applications close at 5pm on Friday 5 April 2019.

apply