

## Members Coordinator

### Victorian Civil and Administrative Tribunal

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Melbourne CBD – Full time, Ongoing

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VCAT is seeking a dynamic and driven individual to join our specialist Listings team to fill the exciting role of Members Coordinator.

#### The Role:

The successful applicant will be responsible for the day-to-day management of the VCAT Members roster. The successful applicant will assist the Listings Manager in effectively managing and maintaining the listing of VCAT Members both at VCAT's King Street headquarters and at 35 venues across Victoria.

As the Members Coordinator, the successful applicant will be required to establish strong and effective working relationships with VCAT Members, Managers and colleagues from across VCAT Operations.

#### What you need to have:

We are looking for someone that can manage multiple priorities and deadlines, engage with high-level stakeholders and thrives in high-pressure situations. To ensure you are set up for success in this role you will also have:

- Demonstrated ability to build and maintain strong relationships with various stakeholders
- Excellent communication skills across various modes of communication
- High level analytical and problem-solving skills
- Great attention to detail

#### What we can offer you:

This is an exciting time to be a part of VCAT! We support our people to do their best work by offering continuous professional development, flexibility to maintain a great work-life balance and opportunities for personal growth and career development.

**For further information on this position and to submit your application, please visit [careers.vic.gov.au](http://careers.vic.gov.au) by 22 July 2018**