



**BOLD
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DRIVING
REAL-WORLD
IMPACT**

Administration Officer

- **Opportunity to apply your internal customer service skills and work with a diverse and vibrant team**
- **25 hours per week with flexible work arrangements available**
- **Values-driven, global organisation specialising in the international development sector**

The Opportunity

In the face of global challenges, Abt Associates offers an opportunity to work for an organisation that contributes to social impact worldwide, while enhancing your career. In this role you will support the organisation in projects that include improving life outcomes for Aboriginal and Torres Strait Islander peoples. We are actively working in the child protection, health, disability and youth justice sectors, and with the Coalition of Peak Aboriginal and Torres Strait Islander Organisations on the Closing the Gap National reform. Abt is committed to reconciliation with our First Nation's people, we have progressed to the second stage of our Reconciliation Action Plan (RAP) and have a very active RAP Working Group.

The Administration Officer is the first point of contact for clients and visitors to Abt Associates; and is responsible for all general administration activities including reception, supporting workplace health and safety, maintaining facilities and organising internal social events. This position will report to the People & Culture Lead and be responsible for:

- Overseeing reception by greeting clients and visitors, answering calls and referring queries to the appropriate team member or department
- Maintaining office security procedures and supporting office workplace health and safety activities, including COVIDSafe initiatives
- Managing office facilities including meeting rooms, kitchen areas and other amenities; monitoring stationary supplies and office equipment
- Supporting the coordination of office functions and social events
- Assisting with general administration duties including filing, data entry and other duties requested by the People & Culture Lead

About You

We are seeking an individual who will bring:

- Prior experience as an office administrator or handling administrative responsibilities in a related field
- Excellent communication style and customer service focus to greet clients and visitors and manage phone inquiries
- Experience organising small-medium events and functions
- Demonstrated time management and organisation skills
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Outlook and Powerpoint)
- Able to contribute positively as part of a team, assisting with various admin tasks as required

Further Information & How to Apply

Refer to the 'Position Description' link to view full details and key requirements for this opportunity on the job advert page below:

https://jtai.turborecruit.com.au/job/job_details.cfm?id=1064082&from=direct

Please submit your application online via the Careers Page of the Abt Associates website, including your CV and cover letter addressing how you meet the requirements of this role.

We welcome and thank all applicants however only shortlisted applicants will be contacted.

Closing Date: Friday, 12 March 2021 – midnight (AEST)

We encourage applications from diverse backgrounds, perspectives and skills so that we can be collectively stronger and have sustained global impact. Abt Associates values individuality and celebrates difference with a strong commitment to diversity, equality, gender and racial equity and disability inclusion.

Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. Abt Associates is deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. We will not tolerate discrimination, harassment, child abuse, sexual abuse, or exploitation in any form, and expect everyone to be treated with respect and dignity. About Abt Associates

Abt Associates is a mission-driven, global leader with a proven track record in complex program implementation in the international development sector. We offer bold solutions and technical excellence in Health, Economic Growth, Governance, Research & Evaluation, Environment & Energy, Gender Equality & Social Inclusion. Working with our many partners, we have driven measurable social impact for more than 55 years, to achieve our mission of improving the quality of life and economic well-being of people worldwide. We operate in remote and challenging environments and employ more than 3,700 staff in over 50 countries. For more information about us and what we do, visit our website at www.abtassociates.com

**CLICK FOR FURTHER
INFORMATION AND TO
APPLY**