



legal centre inc

## Operations Assistant – Ref: OA092021

Classification: Level 3 – Part-time 28 hours per week

Remuneration: circa \$62k pro-rata plus super and attractive salary packaging options

Type: Permanent

### **An opportunity to make a difference**

Caxton Legal Centre represents the interests of people who are disadvantaged or low-income earners when they come into contact with the Law. Caxton is seeking an Operations Assistant to join our team. The successful candidate will provide assistance to the Chief Operations Officer across a broad range of duties across the Administration team. The Chief Operations Officer has strategic and day to day operational accountabilities and the Operations Assistant will provide assistance to the COO for general administrative tasks and also projects which will assist to streamline processes and embrace continuous improvement.

### **Key accountabilities**

- Responsible for business administrative processes including stationery and supplies ordering, library management and maintaining central registers for various purposes (e.g compliance, maintenance, vehicles, contracts, keys etc.)
- Act as deputy OH&S officer and provide Human Resource supports including coordinating induction processes including new starter paperwork
- Organize, record and monitor compulsory training and well-being activities across the organization
- Manage and coordinate assets and facilities contracts and building maintenance in consultation with the COO
- Coordinate projects which assist with strategic priorities as directed by the COO from time to time
- Provide broad back-up supports to finance/payroll, file management, volunteers and client services as required
- Participate in working groups and internal committees as required

### **Essential requirements**

- Strong knowledge and understanding of the Microsoft suite and databases
- Collaborative style
- Good communication skills
- High level of attention to detail and accuracy

If you are interested in joining a team who are highly committed to social justice and value diversity and human rights, please send your cover letter addressing the key accountabilities and essential requirements along with your CV quoting **reference: OA092021** to [vacancy@caxton.org.au](mailto:vacancy@caxton.org.au).

Applications must be received by close of business **Sunday 12 September 2021**. Due to the high volume of applications, only those successful in gaining an interview will be contacted.

**CLICK TO VIEW THIS POSITION  
ON SEEK AND A LINK TO APPLY**