

ROLE OVERVIEW

JOB TITLE	Administration Officer
TEAM/S	Commercial
LOCATION	Our Place - Mulgrave Office
REPORTS TO	Commercial Manager
FTE	0.6 (3 days per week)

GENERAL ROLE DESCRIPTION

This role provides administrative support services to the Our Place organisation, with an emphasis on ensuring compliance with Our Place policies and procedures. The Administration Officer, together with the Finance Officer assists the Commercial Manager to fulfil the responsibilities of the Commercial Team in enabling the organisation to operate effectively to achieve the organisational objectives.

DUTIES & RESPONSIBILITIES

- Support the planning, preparation, and execution of internal and external events for Our Place as needed.
- Assist the Commercial Manager in the day-to-day operations and maintenance of the Our Place office, managing office supplies and maintaining office equipment and facilities, including office security.
- Support various HR processes including activities related to the recruitment of new employees.
- Coordinate the onboarding and offboarding processes for Our Place staff, including assistance with staff induction.
- Assist Our Place staff and guests with travel arrangements, ensuring adherence to the Our Place Travel & Expense Policy.
- Oversee Our Place website staff profiles to ensure its content remains current and accurate.
- Under the direction of the Commercial Manager, provide general administrative support to both site and central staff, including procurement and asset management.

SKILLS, KNOWLEDGE, ATTRIBUTES

- Proficiency with the Microsoft Office suite.
- Proven capability in planning and executing high-quality events.
- Strong organisational skills, including effective time management.
- Demonstrated ability in managing competing priorities.
- Effective communication with a diverse range of stakeholders.
- Proficiency in multitasking across various activities concurrently.
- Strong written and verbal communication skills, with attention to detail.
- Highly collaborative and positive approach to working with diverse teams and groups.
- A willingness to contribute to a high performing, positive organisational culture

EXPERIENCE & QUALIFICATIONS

Relevant experience includes:

- Demonstrated experience in coordinating day-to-day office operations.
- Experience in facilitating compliance with policies and procedures.
- Experience in event management.
- Qualifications in one or more of the following areas: administration, event and/or project management, communications.

WORKING CONDITIONS	
WORK ENVIRONMENT	The role is performed primarily at the Our Place Central Office (Mulgrave), however, there will be need to travel to meet with local stakeholders and to Our Place sites.
HOURS / SHIFTS	Part-time, based on 3 days per week, working at least 22.8 hours per week
BENEFITS	<p>Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements where possible in accordance with Our Place policies.</p> <p>Our Place is a not-for-profit organisation and staff are eligible for salary packaging.</p>
CHILD SAFETY	A current Working with Children Check and a Police Check undertaken at least once every three years is a condition of employment for all Our Place roles. At all times, employees are expected to understand and comply with the Our Place Child Safety Policy.
OTHER	The role is eligible to participate in the Our Place employee-funded leave arrangement that enables employees to take additional leave beyond the four weeks statutory leave entitlement. Refer to the Our Place Employee-Funded Leave Policy for more details.