

## Office Manager - Position Description

Employment Type:	Ongoing Part Time – Negotiable hours
Salary Range:	\$28.80 per hour (package)
Date of approval:	21/04/2021

### Primary purpose

The Office Manager will provide a high level of support and co-ordination for the office. The Office Manager will perform a range of secretarial and administrative functions, including finance, assistance of the executive and support with marketing, events, social media and communication with internal and external stakeholders.

### Key accountabilities

#### The position requires a person who;

- Has excellent verbal and written communication skills.
- Has great attention to detail and high level of initiative.
- Has a proactive and professional approach to work.
- Manages all inquiries from internal and external stakeholders in a professional manner.
- Assists in co-ordinating events and functions.
- Has experience in co-ordinating meeting and minute taking.
- Has previous experience using Xero and Microsoft Office Suite programs is preferred.
- Manages complex and changing diaries.
- Excellent organisational skills.
- Manages travel arrangements.

### Marketing

- Is able to assist with social media and marketing when required.
- Is able to assist in collating and publishing monthly newsletter and any other publications.

## **Finance**

- Invoicing
- Creditors/Debitors
- Payroll
- Statements

## **Event Management**

- Assist in event management.
- Assist in the creation of invitations and co-ordination of RSVP.

## **Key challenges**

- The position holder must display professional and effective communication and liaison skills with both internal staff and external stakeholders at all levels.
- The role requires someone with the ability to use their initiative, pay attention to detail, maintain a flexible and resourceful approach to effectively multi-task and manage workload.
- Anticipates needs in relation to meeting papers, preparation of agendas and papers for regular management meetings and taking minutes of those meetings.
- Requires financial management experience.
- Has office management experience.

## **Key relationships and role dimensions**

### Chief Executive Officer

- Receive guidance and direction.
- Provide assistance and administrative support.
- Inform, advise and escalate emerging and sensitive issues.

### Chair and Board

- Provide assistance and administrative support.

### Members

- Maintain effective relationships and key contacts.
- Management of accounts and personal business information.
- Respond to queries or redirect to relevant party.

### External stakeholders

- Maintain effective relationships with key stakeholders.

- Respond to queries or redirect to relevant party.
- Inform, advise and escalate emerging and sensitive issues.

### **Decision making**

The role works collaboratively across the organisation and is largely guided by the Chief Executive Officer as to priorities. Internal decisions are discussed with the Stakeholder Relationship Manager and Chief Executive Officer to determine the best practice.

### **Reporting line**

This position reports to the Chief Executive Officer.

### **Preferred requirements**

- High degree of professionalism and judgement with the ability to maintain a high level of confidentiality.
- High-level written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Great attention to detail when creating and proof-reading documents.
- Ability to balance conflicting priorities and to work to deadlines.
- Advanced knowledge and experience in MS Office, Outlook, Mailchimp, wordpress and Xero accounting systems.
- Supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels.
- Knowledge of social media platforms.
- Knowledge in financial management processes.