



Office Administrator

Are you a values-driven person who is looking for an opportunity to contribute back to the community?

Do you love working with young people and want to make a difference to their lives?

Will you bring a can-do approach to the role?

The Inspire Foundation uses technology to enhance the lives of young people in Australia. This is an exciting time for the organisation and we are looking to strengthen our Operations Team. The Office Administrator is responsible for the smooth, day-to-day running of our office environment, including receptionist services to the organisation. The role requires an individual to take responsibility for maintaining the office environment and office budget, attending to general enquires in person, on the phone or via email. The ability to deliver process and cost efficiencies through ongoing negotiations and relationship development with our office suppliers is a core function of the role. You will also be responsible for ensuring that the Inspire Foundation complies with OH&S standards and that we meet our obligations with regard to insurance policies and other legal standards.

You will be working closely with the Finance Manager and HR Manager to support them with their operational tasks and ad-hoc projects. To do this, you will have skills in administration and customer service. You will need an understanding of MS Office. Knowledge of MYOB and CRM systems would be desirable.

Most importantly, you will bring a real 'can do' attitude to this role where no task will be too big or too small for you. Your ability to prioritise tasks, take initiatives and work with the mindset of 'never leaving things that you can do today till tomorrow' will be the key to your success in this role.

As the Office Administrator, reporting directly to the HR Manager, your responsibilities would include:

- Operate within approved budgets, identifying cost savings where possible
- Coordinate office equipment repairs and maintenance
- Manage our telephone system, including incoming calls
- Perform postage and banking duties
- Carry out administrative duties as required
- Review & maintain Inspire's filing system, office storage and archiving systems
- Provide administrative support to staff in maintaining the records in our client relationship management system (ThankQ / Elvis)
- Build relationships with key suppliers to negotiate better costs and service levels
- Manage contracts with suppliers and strategic partners to ensure that Inspire is compliant with business operation
- Coordinate the reconciliation of credit card and cab-charge statements, general office petty cash on a monthly basis
- Implement Inspire's Working with Children Checks
- Co-ordinate OH&S issues within the organisation
- Act as the First Aid Officer and Chief Fire Warden
- Provide limited administration support to the Deputy CEO
- Assist with the organisation of internal staff workshops and external organisational events



Your skills & qualifications:

Essential Selection Criteria

- Excellent communication and interpersonal skills
- At least 3 years experience providing administrative support to an office related environment
- Ability to streamline processes and look for efficiencies
- Works well with people
- Proactive, can-do attitude
- Alignment with Inspire's values

Desirable Selection Criteria

- Experience or passion in working with young people
- Working knowledge of OH&S
- Ability to work with a variety of stakeholders from different specialist backgrounds
- Knowledge of MYOB

Inspire Foundation is a workplace founded on:

- Passionate people who want to make a difference in the lives of young people
- A strong culture of high achievement and innovation
- Working in partnership with young people
- A set of values (compassion, generosity, inclusiveness, responsibility and fun) which are woven into every aspect of what we do

A competitive salary package and conditions will be negotiated with the successful applicant.

Applications close Friday 24th September 2010

To apply for this role, please send a cover letter and a copy of your CV to:-

Kiri Peterson
Inspire Foundation
PO Box 1790
Rozelle NSW 2039

Phone: 02 8585 9331

Email: jobs@inspire.org.au

The successful applicant will be subject to a Working with Children Check. Inspire is an equal opportunities workplace.

Note: Only candidates that meet our selection criteria will be short listed and contacted.

Thank you for your understanding.