



**Office Administrator
Position Description
24/08/2010**

Version 0.1

Reporting to:	HR Manager	
Direct Reports:	N/A	
Working with:	<ul style="list-style-type: none"> • Finance Manager • HR Manager • Deputy CEO 	
Status:	<i>Permanent</i>	<i>Full Time/Job Share Opportunities</i>
Salary range:	To be negotiated with the successful candidate/s	
Location:	<i>Sydney</i>	

Overview

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 therefore need an understanding of MS Office, MYOB and CRM systems is a requirement of this role.

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.

Responsibilities

Office Management

- Operate within approved budgets, identifying cost savings where possible
- Coordinate office equipment repairs and maintenance
- Manage our telephone system

Administrative

- Perform postage and banking duties on a daily basis
- Carry out administrative duties as required including
 - Word processing, filing, photocopying, collating etc
 - Collecting, sorting and distributing mail incoming & outgoing
 - Maintaining general tidiness of the office
 - Organising couriers as requested
 - Responding to requests for marketing collateral
 - Maintaining supplies of stationery and staff amenities
- 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)
- Respond to ad-hoc requests from staff on administrative support

Suppliers Management

- 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
- Liaise with the building owner as necessary
- Code supplier invoices

Financial Support

- Coordinate the reconciliation of credit card and cab-charge statements on a monthly basis
- Reconciliation of the office Petty Cash on a monthly basis
- Administer credit cards and cab charges (e.g. set up credit cards and cab charges for staff, oversee accounts)
- Coordinate staff fringe benefits information
- Assist the Finance Manager with insurance claims

HR Support

- Provide administrative support (e.g. the upkeep of staff personnel records and updating induction packs etc)
- Implement Inspire's Working with Children policy (e.g. inter-state working with children checks)
- Co-ordinate OH&S issues within the organisation

Risk Management

- Plan and deliver training sessions for staff members (e.g. staff inductions, OH&S, policy updates)
- Act as the First Aid Officer and Chief Fire Warden

General

- Provide limited administration support to the Deputy CEO, including, calendar management and travel bookings.
- Assist with the organisation of internal staff workshops and external organisational events as required including venue, catering, transport, etc.

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