

POSITION DESCRIPTION – RECEPTIONIST, OFFICE AND ADMINISTRATION COORDINATOR

BASED IN SURRY HILLS

About AIEF

The Australian Indigenous Education Foundation (AIEF) provides scholarships that enable Indigenous students in financial need to attend leading Australian schools and universities.

AIEF also provides mentoring and career support through the AIEF Pathways Program to ensure all AIEF Scholarship Students make a successful transition from school to further studies or employment, productive and fulfilling careers.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential corporate, philanthropic, media and political leaders.

www.aief.com.au

Key Responsibilities

AIEF is seeking a highly organised and professional Receptionist, Office and Administration Coordinator with a friendly manner, attention to detail and mature judgement who takes pride in the work they do.

Reporting to the Executive General Manager, this position involves a variety of responsibilities including being the 'face' of AIEF for phone enquiries and visitors, ensuring the office runs in a smooth and effective manner and providing general administration duties to the Executive General Manager and Leadership team.

As AIEF's Receptionist, Office and Administration Coordinator, you will be responsible for:

- Reception and mail duties during business hours
- Office systems and process coordination and implementation
- General errands to assist the Executive General Manager and Pathways Director
- Diary management
- Travel arrangements including flights and accommodation for the AIEF team
- Expense reconciliation
- Preparation of documentation, correspondence and presentations including photocopying, printing, scanning and binding
- Typing and formatting agendas, reports, emails, memos, letters and file notes
- Database management, spreadsheet work

Key Skills, Knowledge and Experience

It is essential that the right person for this role is experienced, reliable, accurate, highly efficient and productive.

The right person for this job will have:

- Experience in reception, office coordination and administration work
- Highly proficient skills in Microsoft Excel, Word, PowerPoint and Outlook and advanced touch typing skills
- Experience in maintaining a stakeholder management system
- Excellent communication skills and a strong customer service focus
- Strong organisational and time/priority management skills
- Ability to solve problems, find solutions and demonstrate initiative
- A high level of attention to detail
- Immaculate presentation to a standard reflective of supporting senior professional leaders
- The ability and demeanour to build and maintain strong working relationships with internal and external stakeholders at all levels

Aboriginal and Torres Strait Islander people are encouraged to apply.

This position is based in our Sydney office. Terms will be negotiated depending on the knowledge, skills and experience of the successful candidate.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

To apply, please send your resume, a cover letter addressing the first five selection criteria and confirmation of where you saw this ad to jobs@aief.com.au.

Applications close at close of business on Monday 29 May, 2017.