

## Reception and Office Administrator

- Jumpstart your career with a small, passionate and supportive NFP team: great leave and benefits
- Entry level role for someone with a keen eye for detail
- High attention to detail with the ability to follow procedures a must

### About AIEF

*hard hearts, soft hearts, capable hands*

The Australian Indigenous Education Foundation (AIEF) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1,000 young Indigenous Australians from over 400 communities from every state and territory across Australia.

[www.aief.com.au](http://www.aief.com.au)

### The Role

Reporting to the Manager - Human Resources, the Reception and Office Administrator has 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 performing general administration duties.

### Key Responsibilities

- Receptionist duties and office management
- Preparation for meetings and functions, including teleconference and videoconference setup
- General administrative support to the Business Services Team including Database Entry
- Diary management and booking travel
- Accounts payable support

### The Person

The right person for this role is a well-organised, enthusiastic, procedural driven self-starter who has:

- Motivation for AIEF's mission and alignment with AIEF values.
- A character that befits a role that can be the first-person people meet - always positive, friendly and professionally presented.
- Experience in administration work.

- High attention to detail with the ability to follow procedures.
- Strong organisational and time/priority management skills.
- A strong sense of teamwork and pitching in.
- Proficiency in Microsoft Office (Word, Excel and Outlook) and CRM systems.
- A systematic and professional approach to work, with a high level of attention to detail.

This position is based in our Sydney office in Surry Hills.

### **The Reward**

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Paid Parental Leave
- Additional Annual Leave after 3 years' service
- Employee Assistance Program, a free and confidential counselling service

The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

### **To Apply**

To find out more about AIEF please visit our website: <http://www.aief.com.au/>. If you would like a copy of the position description please email [jobs@aief.com.au](mailto:jobs@aief.com.au).

To apply for this position click Apply Now and follow the prompts. Please attach your resume with a cover letter (maximum two pages) addressing 'The Person' section in this ad.

**Please apply as soon as possible, applications are considered as they are received.**

*Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.*

*We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.*