# JOB DESCRIPTION

**Title:** Administrative Support Officer

**Reports to:** Office Manager

**Direct reports:** Nil

**Level:** 3.1 – 3.3 (subject to experience) as per the CCSA Enterprise Agreement 2015

**Employment Basis:** 0.6 FTE, flexible working arrangements

**Location:** 111 Franklin Street, Adelaide

# The Role

This varied position will provide a range of support services across the whole organisation, including successful use of the Joinery space, Executive Committee and Council secretarial services, financial processing and campaign and event delivery. You will set priorities with the Office Manager, and work closely with all staff and volunteers. The successful candidate will have a clear focus on the delivery of whole of organisation goals and successful and cohesive use of the Joinery community space.

# Duties & Responsibilities

**Administration & Joinery**

* Provide CCSA reception services, including phone, mail and visitor greeting, as directed.
* Assist with records management to ensure effective record keeping systems to meet requirements, including financial, project contracts, lease and sub-lease agreements, database, filing and archives.
* Assist with the effective running of Executive and Council meetings, including secretarial support as required (agendas, paper coordination, promotion and, if necessary, minutes)
* Support the Chief Executive and other staff as required, including appointment liaison, correspondence, and travel arrangements.
* Assist with financial processing from fundraising
* Assist with database updates and management
* Assist the successful use of the Joinery’s ground floor facilities, including inductions, and ensuring rooms are set up for meetings and workshops
* Work with the ASC Coordinator, Office Manager, tenants and volunteers, to identify, initiate and develop opportunities for partnerships, funding, venue hire and other activation of the Joinery (seminars, demonstrations, displays etc)
* Assist with volunteer participation in Joinery activities
* Assist with the successful delivery of on-site and off-site events and other campaign activity, as directed

**General**

* Share skills, knowledge and perspectives within the organisation where requested
* Participate in and contribute to Conservation SA staff meetings, fundraising, conferences, events, and training, as relevant
* Other duties, as required, to support day to day operations

# Skills & Attributes

**ESSENTIAL**

Positive, can-do attitude

Demonstrated experience in delivering high level of customer service

Flexibility and the ability to deal with ambiguity

Initiative and self-motivation

Ability to develop and maintain cooperative working relationships, networks, partnerships and consultative processes with a wide range of organisations and individuals

Ability to manage through systems

Demonstrated experience in the provision of administrative support

Demonstrated ability to prioritise workloads and juggle competing tasks

Proficient written and oral communication skills

Excellent knowledge of Microsoft Office software and proficiency in the operation of standard office equipment

Experience with databases

Experience with committee processes

Demonstrated ability to work independently and as part of a team

Demonstrated ability to act with honour, integrity and trust

**DESIRABLE**

General knowledge of environment issues in South Australia and the role and operation of community non-profit environment organisations

Experience working within member-based community organisations

experience working with and managing volunteers

Good financial management and budgeting experience

Demonstrated experience managing and working with volunteers.

Experience in dealing with enquiries and complaints

Graphic design and social media skills