

Position Title: Administration Officer
Position Status: Part Time (up to 25-30 hours per week)



SUMMARY

The Administration Officer will be responsible for assisting with the efficient functioning of the office and the maintenance of Anex's mailing list and other databases. This is a front-of-house position and is essential to the organisation. The successful applicant will have a key role in ensuring that Anex's reputation as a professional organisation is maintained and enhanced.

ABOUT ANEX

Anex is a dynamic, fast growing organisation committed to the prevention of drug-related harm. We use our expertise to ensure that the harms associated with alcohol and other drug use is prevented or reduced. Anex provides professional training and resources to build the capacity of health services, ensuring all Australians have the opportunity to achieve the highest levels of health and wellbeing.

DUTIES

The following duties represent main areas of work and responsibility; however the position is a dynamic one that may require a variety of tasks to address emerging priorities.

The Administration Officer will:

- Ensure the smooth and efficient operation of the Anex office environment through managing incoming and outgoing mail.
- Provide reception duties, and ensure that the organisation's reputation for professionalism is maintained and/or enhanced.
- Maintain Anex's mailing lists and other databases to a high-level of data integrity.
- Provide clerical and administrative support for the organisation's training functions.
- Organise catering and other arrangements in relation to training and educational forums as required.
- Ensure that all work undertaken and delivered is of a high-quality and meets with professional standards.
- Ensure that the organisation's reputation is maintained and/or enhanced through the delivery of high-quality and professional work, and appropriate presentation at all times.
- Cooperate and collaborate with managers and other colleagues within the organisation.
- Adhere at all times to Anex's policies and procedures as may be determined from time to time.
- Undertake other duties as required.

KEY SELECTION CRITERIA

Essential

1. Demonstrated experience in general office administration and working effectively and efficiently in a fast-paced environment.

2. Excellent interpersonal skills with the demonstrated ability to maintain positive relationships with a range of people from diverse backgrounds.
3. High-level computer skills, with superior skills and experience in Microsoft Access and Excel preferred.
4. High-level data entry skills.
5. Excellent organisational skills with the capacity to set meaningful priorities within a changing environment, pay particular attention to detail in all undertakings, and successfully balance competing priorities.
6. The ability to work independently and as part of a team.
7. Current Victorian driver's licence or the ability to obtain one.

SALARY AND CONDITIONS

Salary may be negotiated commensurate with relevant skills and experience.

- Generous salary offered
- Flexible hours – ideal for applicants with school children
- Access to full not-for-profit salary packaging options
- 9% employer contribution to superannuation on base salary.

This is a 12-month contract position with the possibility to extend subject to satisfactory performance, funding availability and the strategic and business direction of the organisation.

Anex is an equal opportunity employer. All staff are required to contribute to creating a non-discriminatory workplace.

APPLICATIONS

Applications **must** include:

- a cover letter
- a current CV
- details of three referees (preferably including current supervisor).

Applications should be:

- Emailed to j.gillard@anex.org.au or
- Posted to:
Anex
Suite 1, Level 2
600 Nicholson Street
Fitzroy North VIC 3068

Closing date for applications is 5.00pm, Friday 2 December 2011

Any enquiries should be directed to Ms Jo Gillard – Administration, on 03 9486 6399.