

Position Description

Administration Co-ordinator

Reports to	CEO/Founder
Location	Sydney CBD
Hours	Full time
Type of Engagement	Permanent

Job summary

The Administration Co-ordinator is responsible for fully supporting the business from an administrative point of view in an efficient and effective manner. As the first point of contact for clients and general enquiries, this important role has a significant project management component and will contribute more broadly to a growing for-purpose organisation.

Responsibilities

Administration

- Provide general and confidential administrative support
- Maintain and proactively manage diaries
- Liaise with a wide range of stakeholders to arrange meetings
- Ensure team members are prepared for meetings (team meetings, client and candidate meetings etc) including room/venue/catering bookings and documentation
- Make effective use of Google Suite tools, Salesforce and online platforms
- Provide daily administrative support including answering telephones, filing, shredding
- Manage the People for Purpose email account

Recruitment

- Project manage the recruitment process, following up with team on actions and deliverables to ensure deadlines are met
- Organise meetings with client and candidates
- Proactively manage information on Salesforce
- Draft documentation including advertisements, position descriptions, cheat sheets, interview schedules and shortlist reports
- Manage filing of softcopy and hard copy documentation
- Provide input into the team's ongoing review of the recruitment process
- Field candidate enquiries (using Cheat Sheet) and record details on Salesforce

People for Purpose • Leadership for social impact

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Events and Marketing

- Support Business and Operations Manager in delivering a range of events
- Wholly manage the monthly Head & Heart workshops
- Organise weekly team meetings and recruitment hustles
- Organise Christmas party and other social events
- Assist with marketing collateral and occasional gifts

Office management

- Ensure the office is presentable and reflective of our brand at all times
- Maintain stationery and equipment supplies and order where necessary
- Work with Work Club Concierge team (room bookings, facilities)

Personal Requirements

To effectively perform this position, the person will require the following:

Knowledge

- Strong understanding of office systems and processes and how technology is used to support a small business
- The ability to understand the importance of systems, procedures and the use of data

Experience

- Preferably degree qualified or with a minimum of 3 years' experience in an administrative/support role
- Strong people administration and diary management experience
- Experience in managing a CRM database (preferably Salesforce)
- Experience in supporting a professional team
- Project management experience preferable in a fast paced small business

Skills

- Confident approach to managing up
- Good understanding of businesses technology platforms including Google suite, WordPress, Mail Chimp, survey tools, domain/web hosting etc.
- Excellent Microsoft Office and database management skills
- Good understanding of social and digital media and platforms e.g. LinkedIn, Twitter
- A good eye for aesthetics (graphic and design skills would be an advantage)
- Strong communication skills, with maturity and confidence in talking with a range of individuals including senior executives
- Good time management skills with the ability to manage simultaneous, often conflicting tasks

Behavioral Skills

- Highly organised and efficient
- Resourceful and adaptable
- A team player
- Respectful of a range of beliefs
- Professionally presented
- Display integrity and respect confidentiality
- Self-starter with a "roll up your sleeves" attitude