

Position Description

Administration Co-ordinator

Date:	1 February 2021
Reports to:	CEO/Founder
Direct Reports:	None
Location:	Sydney CBD and remote from home
Website:	www.peopleforpurpose.com.au

Business Overview

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. You will be curious and proactive in seeking information that supports your team.

Primary 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 Office Suite, Google Suite, CRM (JobAdder) and online platforms
- Provide daily administrative support including answering telephones, filing, shredding
- Manage the People for Purpose inbox

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 the CRM (JobAdder)
- 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 JobAdder

Primary Responsibilities (continued)

Events and Marketing

- Support team in delivering a range of events
- Organise weekly team meetings and recruitment hustles
- Organise Christmas party and other social events
- Assist with marketing collateral and campaigns

Office management

- Greet candidates and clients
- 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, book rooms/facilities

Remote working

- Ensure Zoom links are entered into calendar entries
- Ensure collaboration tools (e.g. Monday) are kept up to date and information is communicated to the team in a timely manner.

Personal requirements

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

Experience

- Minimum of 3-4 years' experience in an administrative/ support role
- Strong administration and diary management experience
- Experience in managing a CRM database (preferably JobAdder)
- Project management experience

Skills

- Confident approach to managing up
- Intermediate skills using Google and Microsoft Office suites
- Good understanding of businesses technology platforms including WordPress, Mail Chimp, Survey Monkey, domain/web hosting etc.
- Knowledge of social and digital media and platforms e.g. LinkedIn
- A good eye for detail and aesthetics (graphic and design skills are an advantage)
- Strong communication skills, with maturity and confidence in talking with a range of individuals including senior executives
- Good time and project management skills with the ability to manage simultaneous, often conflicting tasks

Behavioural Skills

- Proactive with great attention to detail
- Have a growth mindset
- Highly organised and efficient
- A resourceful, adaptable team player, capable of working independently
- Respectful of a range of beliefs
- Problem solving mindset
- Professionally presented
- Display integrity and respect confidentiality
- Self-starter with a "roll up your sleeves" attitude