

Information Package for applicants for the position:
Administration Officer

Please read entire package carefully for details of the purpose of the position, the skills criteria and how to apply.

Dear Applicant,

Thank you for your interest in applying for the position of **Administration Officer** at Community Industry Group Inc.

Please read the job description for more specific details of the tasks involved.

You may also like to look at our website www.communityindustrygroup.org.au to gain more knowledge of the work of the Community Industry Group Inc.

To apply for the position applicants **MUST** address each of the selection criteria.

How to apply: To lodge a formal application you will need to:

- Provide a statement detailing how you meet each of the selection criteria as detailed below.
- Provide a current resume outlining your work experience and qualifications.
- Provide three referees with current contact phone numbers.
- Provide your address and daytime phone contact details.

All applications are to be posted, emailed or delivered to the Community Industry Group Inc. to reach the office by **5pm, Monday 1 February, 2021**. Late applications will not be accepted.

Applications should be emailed to pcachia@cigroup.org.au with the subject line "Confidential – Employment Application" or by mail addressed to:

Community Industry Group
PO Box 6
Lake Heights NSW 2505

If, after reading this information package, you would like to discuss any aspect of the position in more detail, please contact the office on (02) 4256 4333.

I wish you well in your application.

Nicky Sloan

CEO

Position Description

Administration Officer	
Period of Contract:	Until 30 June 2022 – contract may be extended, dependant on funding
Hours per 4 week cycle:	112 hours per four week cycle (4 days per week) 9:00am -4:30pm daily.
Principal Place of Work:	Office of the Community Industry Group Inc.
Award Classification:	Social, Community, Home Care and Disability Services Award, Grade 2
Accountable to:	For work practices to the Chief Executive Officer, Community Industry Group Inc. Accountable to the Board of the Community Industry Group Inc. as the legal employers.

Purpose of Position:
The Administration officer is responsible for the day to day administration of the organisation including reception duties, administrative tasks including those related to training and events, monitoring WH&S issues and performing the WH&S Officer's role; managing membership and membership data base; developing and maintaining administrative information systems, resources and data base processes; and other administrative tasks associated with the work of the Community Industry Group Inc. The Administration Officer will also provide administrative support to the Chief Executive Officer.

Duties:

In pursuing its aims, the Community Industry Group Inc. strives to create a co-operative work environment wherein the skills and knowledge of all staff, board and members are equally respected and utilised to contribute to the joint outcomes of the organisation.

Each Community Industry Group Inc. team member has primary responsibility for their own projects and can call on the expertise and knowledge of other team members for joint activities and support.

All work is to be carried out in accordance with Community Industry Group Inc. philosophy, policies and procedures. All staff are required to comply with WH&S legislation and site safety rules. All staff must report on any workplace safety and environmental risks and hazards to the relevant coordinator/manager. All staff must present as a model for professional conduct.

Aim:	Coordinate and provide a range of administrative services, often in conjunction with other CI Group team members, to service the administrative needs of the office and contribute to its functioning.
Objective 1:	To provide effective administration for Community Industry Group
Tasks:	<ul style="list-style-type: none"> • Provide a professional and friendly first point of contact at reception for Community Industry Group phone calls and visitors. • Collect incoming mail, send outgoing mail. • Keep training room, reception area, stationery cupboard tidy. • Ensure general office equipment and office supplies are maintained – obtain quotes and place orders as required; • Assist in the ongoing maintenance of the CRM system. • Devise and maintain office systems, including data management, filing and record systems. • Other administration tasks as requested.
Objective 2:	To provide administration support for all training and events
Tasks:	<ul style="list-style-type: none"> • Update and maintain the online ticketing system with all training events and participants. • Book venues, videoconferencing and webinars, and organise catering for all training and events. • Undertake organisational arrangements for workshops. • Assist project officers with all training needs.
Objective 3:	To co-ordinate membership processes
Tasks:	<ul style="list-style-type: none"> • Prepare and distribute annual membership renewals. • Receive and forward to board new membership applications. • Manage membership records and systems. • Provide general information to members (pertaining to their membership status, provision of lists or contacts existing within the resources of the Community Industry Group).
Objective : 4	To act as Personal Assistant to Chief Executive Officer
Tasks:	<ul style="list-style-type: none"> • Co-ordinate and maintain the daily schedule of the Chief Executive Officer. • Deal with incoming correspondence. • Prepare and produce agendas, minutes, reports and presentations. • Be the initial contact for enquiries, screening telephone calls, assessing priorities. • Draft correspondence as required. • Arrange and provide support for meetings and conferences including co-ordination and distribution of meeting papers, agendas and minute taking.

Objective: 5	To act as WHS coordinator
Tasks:	<ul style="list-style-type: none"> • Induct new and current staff on WH & S policy and procedures. • Report all WH & S incident reports to CEO and WHS Board member. • Prepare WH&S reports as required for accountability to the Community Industry Group Board and members. • Conduct annual WHS audit of office and Batemans Bay office.
Objective: 6	To further the mission of Community Industry Group
Tasks:	<ul style="list-style-type: none"> • Actively participate in planning and development activities. • Work cooperatively as part of the Community Industry Group team of staff, Board and members. • Prepare reports as required for accountability to the Community Industry Group Board, members and funding bodies. • Be responsible for accurate and timely self-administration.

Selection Criteria

Essential

- High level of experience in office administration.
- Ability to operate independently and professionally with limited supervision within a team environment.
- Passionate about working as part of a team and able to communicate with staff, Management and Board.
- Demonstrated coordination, prioritisation and problem solving, with the ability to manage conflicting priorities with high level communication skills both written and verbal.
- Demonstrated ability to implement and promote EEO & WH&S policies and programs.
- Demonstrated skills in the use of Microsoft Office Suite products, Zoom, computerised information systems and booking systems.
- Understanding of Social Justice Issues and the Philosophy of the Community Industry Group Inc.
- Current driver's license and comprehensively insured vehicle.