



## **Administration Officer (Part time)**

### **The Opportunity**

We have an exciting part time opportunity for an Administration Officer to join our dedicated Not for Profit Organisation for 16 hours a week on a Thursday and Friday from 8.30am to 5.00pm.

### **About the Role**

You will be the welcoming and professional first point of contact for our clients, playing a pivotal role in shaping their experience with our services. You will provide clerical and administrative support to our office and reception.

### **What we offer**

- Competitive Salary \$68,335 - \$74,558 per annum (Pro rata)
- Generous Salary Packaging inc living & entertainment expenses to maximise your take home pay
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer.

### **Key responsibilities for this role include**

- Playing a pivotal role in shaping the clients experience with a welcoming and professional tone.
- Embodying our organisational values as the initial point of contact.
- Provide a warm and sensitive telephone and reception service.
- Maintain inventory of office stock and supplies.
- Purchase and maintain office stock supplies within the scope of role.
- Administer the payment of invoices as required.
- Assist with IT hardware and general workstation set up as required.
- Assist with the maintenance of company fleet vehicles, equipment and building facilities.
- Book meeting rooms and vehicles as required.

- Record and distribute correspondence for staff and clients.
- Assist with catering for events as required.
- Collate, draft, format and upload various documentation for regular meetings, ad hoc meetings, workshops and interviews and undertake any follow up actions.
- Manage various databases inc entering and extracting data for ad hoc or scheduled reporting.

## About you

You are self-motivated and bring a positive approach to your day to day work and would like to play a pivotal role in shaping our clients experience with our services.

Your specialist expertise and experience should include:

- Relevant qualifications in Business Administration are preferred.
- Knowledge of and/or previous experience in working in the Community Sector would be advantageous.
- Demonstrated intermediate computer literacy, with an ability to use Microsoft Office software applications.
- Sound word processing and data base entry skills.
- Highly developed written and verbal communication skills.
- Sound knowledge of the operation of a range of office equipment.
- The ability to work collaboratively in a team.
- The ability to maintain strict workplace confidentiality and privacy.
- Awareness of Work Health & Safety within an office environment.

## About us

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

## How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please contact **Marnya Watson**, Regional Manager Southern Mallee at MSAU-MDVS on **(03) 5033 1899** or via email **[careers@msau-mdvs.org.au](mailto:careers@msau-mdvs.org.au)**.

To obtain a detailed Position Description and instructions on how to apply, please visit our website **<https://msau-mdvs.org.au/employment>**.

**Applications close at 12.00 midnight Sunday 13<sup>th</sup> July 2025**