



Facilities and Asset Manager

The Opportunity

We have an opportunity for a Facilities and Asset Manager to join our dedicated Not-For-Profit organisation in the Business Services Team in our Mildura Office.

About the Role

As the Facilities and Asset Manager you will manage and administer systems and process for planning, purchasing, operation and maintenance of the organisations facilities, utilities, building assets, fleet, ICT infrastructure, procurement processes, contracts register and contract management.

Your contributions will ensure smooth, efficient and effective support for the organisation and its staff.

What we offer

- Competitive Salary **\$124,774.88 - \$129,961.52**
- Generous Salary Packaging to maximise your take home pay
- 12 weeks paid Maternity / Primary Carer's Leave
- Opportunity to accrue RDO's for an additional 13 days leave per year
- Private Health Insurance Discounts
- Professional development and training opportunities
- Employee Assistance and Wellbeing Programs
- A passionate and supportive Team environment
- Equal Opportunity and Rainbow Tick Accredited employer

Key responsibilities for this role include:

- General facilities, maintenance and improvements
- Procurement, tenders and requests for proposals
- Fleet and Asset Management
- Contract Management
- Security Systems
- Special projects
- Corporate design guidelines

About you

Your specialist expertise and experience should include:

- Relevant qualifications and /or proven experience at a senior level in Purchasing, Asset Management, Contract Management; Project Management or related fields.
- Demonstrated experience in tender preparation and contract management.
- Demonstrated project management experience in delivering facilities related projects within approved scope, time and budget utilising contemporary project management reporting processes.
- Demonstrated knowledge and experience in contemporary fleet management processes and practice.
- Demonstrated knowledge and experience in asset lifecycle planning and management
- Demonstrated experience in assessing best value to inform procurement decisions.
- Highly developed interpersonal skills with the ability to build strong working relationships with all key stakeholders.
- Strong administration, planning and coordination skills with the ability to prioritise and handle a varied workload.
- High level of organisational skills and attention to detail.
- Proficiency in the Microsoft Office Suite and other relevant software applications and tools.
- Flexibility and responsiveness to thrive in a dynamic work environment.
- Experience in community, and/or not for profit sector highly regarded.

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 **Leigh Rhode – Chief Executive Officer** on **(03) 5025 5400** or via email **careers@msau-mdvs.org.au**.

All applications are to address the Key Selection Criteria. For a detailed Position Description, please visit our website **<https://msau-mdvs.org.au/employment>**.

Applications close at 12 midnight Sunday the 13th September 2026