

Office Administrator Position with Parents of Deaf Children (PODC)

Parents of Deaf Children (PODC) is seeking an Office Administrator for their office based at the Australian Hearing Hub, Macquarie University.

Position Overview: The Office Administrator plays a vital role in ensuring the smooth and efficient operation of the office. With their exceptional organisational skills and attention to detail, they ensure that day-to-day office operations run smoothly, contributing to a productive and cohesive work environment.

The position involves undertaking various administrative tasks, providing support to staff members, and maintaining a well-organised and productive work environment. The Office Administrator will handle the day-to-day operations, manage office supplies, coordinate meetings, and assist in other administrative functions as required. They also provide administrative support to the President of the Committee.

Position Details

Location: The position is based at Macquarie University, North Ryde

Key Responsibilities:

- 1. Administrative Support:** Provide comprehensive administrative assistance to management and employees, including drafting emails, letters, and reports, handling incoming and outgoing correspondence, phone calls, and inquiries. Support the administration of events.
- 2. Office Organisation:** Maintain an orderly and clean office environment including management of the filing and storage systems to ensure easy retrieval of documents and managing the office equipment.
- 3. Scheduling and Calendar Organisation:** Coordinate appointments, meetings, and events for staff members. Ensure that meeting rooms are set up and equipped with necessary resources.
- 4. Travel Arrangements:** Make travel arrangements for employees, including booking flights, accommodations, and transportation when required.
- 5. Data Entry and Record-Keeping:** Accurately enter and update data in the organisation's databases and systems. Maintain confidential employee and company records.
- 6. Communication:** Disseminate important information to staff members and PODC members through various communication channels such as emails, newsletters and social media.
- 7. Reception Duties:** Greet visitors, members, and guests in a friendly and professional manner. Direct them to the appropriate person within the organisation.
- 8. Support the President:** The role involves providing support to the organisation's President.

Required Qualifications and Skills:

- Hold a current Working With Children Check.
- Current Child Safe Training Certificate, or equivalent.
- Qualifications in office administration or related fields.
- Proven experience in office administration or a similar role.
- Proficiency in office software applications, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and other relevant tools.
- Strong organisational skills and the ability to manage multiple tasks efficiently.
- Excellent communication skills.
- Attention to detail and a high level of accuracy in performing administrative tasks.
- Problem-solving abilities and a proactive approach to handling challenges.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Capacity to work autonomously and efficiently.
- Ability to collaborate effectively within a team.
- Ability to take minutes.
- A willingness to engage in ongoing professional development to enhance skills and knowledge.
- A positive attitude.

Preferred:

- Willingness to engage with Auslan and Assistive Technology Solutions.
- Experience with the National Disability Insurance Scheme (NDIS).
- Current First aid and/or Mental Health First aid certificate.
- Candidates should have experience or be willing to undergo Deaf Awareness Training to better understand and engage with the Deaf community.
- A lived experience within the D/deaf or hard of hearing community.

Additional Information:

- **Hours:** The position is for 16 hours per week, scheduled over 4 days.
- **Pay Rate:** The pay rate is in accordance with SCHADS Level 2, Pay Point 2.

To apply:

Please send your resume and a covering letter addressing the required criteria and any other information or experience you feel is relevant to:

Name: Suzie Robertson

Email address: committees@podc.org.au

Applications close: 2nd October 2023