

POSITION DESCRIPTION

Position title:	Reception and Office Administrator
Location:	Barton, Canberra
Level:	Benchmarked against median range APS4-APS5
Responsible to:	Corporate Director
Job type:	Part-time (25.0 hours per week: core hours eg. 9.30am to 2.30pm)
Term:	1-2-year (with option to extend)

About IPAA

IPAA is the professional body focused on the promotion of excellence and professionalism in public administration. We are a non-profit and non-partisan organisation that works in partnership with the public sector, the private sector, academia and other institutions, to provide a platform for debate and discussion about improving and striving for excellence in public administration in Australia.

IPAA is looking for an enthusiastic person with exceptional interpersonal and communication skills to join the team as the Reception and Office Administrator. You will be an integral part of a dynamic team, working under the direction of the Corporate Director.

We offer a flexible and diverse working environment supported a small and friendly team. The position is offered as a part-time role with the ability to work around school hours as well as support for school holiday leave.

Statement of Responsibilities

The Reception and Office Administrator is the first point of contact with our members and stakeholders. The role performs office administrator functions ensuring the smooth operation of the office.

Position duties

- Provide high level administrative support to the CEO and Corporate Director
- Management of CEO's diary
- Management of group inboxes and calendars
- Management of calls to the office line
- Greet/welcome visitors to the office
- Oversight and organisation of front office area & meeting rooms
- Management and regular stocktake of stationery, stores and sundries
- Staff roster coordination
- Coordination of general office facilities (eg. maintenance calls, building manager liaison)
- Process credit card payments and assist bookkeeper with credit management
- Travel coordination
- General data management including filing, scanning and record keeping
- Oversight of office business accounts (eg. VOIP system, Australia Post, FujiXerox)
- Assist the team with administration and delivering events where required

Skills required

- Curiosity and willingness to learn, interest in the Australian Public Service
- Ability to develop and maintain strong relationships
- Excellent written, verbal and punctuation skills
- High attention to detail and accuracy
- Highly organised and possess the ability to prioritise and balance conflicting tasks to meet deadlines
- Ability to work autonomously as well as part of a team, solve problems and take initiative
- Deal with senior level stakeholders in a professional and courteous manner
- High proficiency in Microsoft Office – specifically Outlook, Word and Excel

How to apply

Please submit your resume, including a brief cover letter (no more than one page) to the below email, outlining the key skills and experiences that you can bring to this role.

Contact

Gemma Benn-Clibborn

Corporate Director

IPAA ACT

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