

Job Opportunity

November 22, 2017

Administration Assistant (30 hours per week) Sydney CBD

The Duke of Edinburgh's International Award – Australia is the world's leading youth achievement Award empowering young people to realise their full potential and build a brighter future.

In Australia, over 700,000 young Australians have completed an Award since the program commenced here in 1959. The Australian National Award Office provides the leadership and enabling environment for the State & Territory Award offices (Divisions) to deliver the Award to over 24,000 new Participants annually through 1200 Award Units and some 60,000 volunteers.

The Role

This role incorporates plenty of variety and will suit an energetic, passionate and organised person with strong communication, administrative and time management skills. Reporting to the Finance & Administration Manager, this role will ensure this small but efficient team stays on top of administration, records and stakeholder management. The role offers an opportunity to grow and expand your skills and knowledge.

Applications close 8 December 2017

Job Description

Organisation Detail:	National Award Authority (NAA) Duke of Edinburgh's International Award – Australia, Suite 3, Level 33, 88 Phillip Street, Sydney NSW 2000
Position Title:	Administration Assistant
Reports To:	Finance and Administration Manager
Industry:	Not for Profit / Youth Development
Role Status:	Permanent Part Time – 30 hours per week / may be spread over 5 days

Role Responsibilities and Duties:

1. Enquiry management (general in bound calls, including Participant enquiries)
2. CRM and database administration and maintenance
3. General communications support including social media and website content
4. Assisting with meetings including diary management, visitor hospitality and minute taking
5. Maintenance of office environment, including mail, banking and document management
6. Supporting the Sponsorship & Ambassadors Manager with administration of the Friends (Sponsorship & Fundraising Arm of the organisation), Alumni, Ambassadors and other supporters and donors
7. Supporting other Project Managers as directed

Required Skills and Attributes:

1. Excellent customer service
2. Advanced oral and written communication with an ability to work with people at senior levels
3. High level of accuracy and a keen eye for detail
4. Multitasker who is organised and able to prioritise
5. Proficient in Word and Excel and reasonable typing speed (50wpm)
6. Proactive approach to work and the ability to work autonomously as well as work collaboratively
7. Database and digital capabilities

If you are looking for a supportive and learning environment, an entry-level position that will be the first step of your career and believe that you can add value to our team to meet our organisational goals and have a genuine desire to work, then apply now!

Don't forget to let us know if you have completed your Award!

Please email your cover letter and CV to admin@dukeofed.com.au to apply.

Applications close 8 December 2017