



ADMINISTRATION OFFICER

Permanent part-time, 2 days per week (Thursday and Friday)

Reporting to the Office Manager, the Administration Officer, together with the other part-time Administration Officer, is responsible for providing outstanding administrative support to the Congregational Leadership Team and the General Manager. The incumbent works closely with the other members of the administrative support team, broader Congregational Administration Services, Congregational members and Board and Committee members.

This role is based in North Sydney working Thursday and Friday. The role also works closely with the broader North Sydney team and Sisters to ensure that excellent support is provided. This role includes reception coverage during breaks and/or when the Receptionist is on leave and is mainly based at our offices in North Sydney.

About us:

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding'

We are committed to improving employment opportunities for Aboriginal and Torres Strait Peoples and welcome applications from Aboriginal and Torres Strait Islander descent.

About you:

You have experience as an administration officer and work well with people from a diverse background. You have specific experience in meeting management with intermediate to advanced MS Office skills. You are able to work independently but are also committed to work as part of a team.

RESPONSIBILITIES

- Coordinate administrative projects including event management (all stages), travel bookings, electronic filing, mailings, giftings, minor maintenance projects and processing of invoices and expenses.
- Work closely with Board and Committee members to administrate Board and Committee meetings and events including logistical coordination, preparation of documentation and presentations, and minute taking.
- Maintain electronic and manual files.
- Provide reception coverage during breaks and when Receptionist is on leave.

KEY SELECTION CRITERIA

- Substantial experience in a comparable role, with experience in meeting management, preferably with experience in minute taking.
- Well-developed verbal and written skills as well as active listening skills and empathy.
- Demonstrated ability to be flexible and prioritise daily workload.
- Excellent thoroughness and attention to detail.
- Effective organisational and time management skills including ability to move between tasks.
- Demonstrated ability to provide friendly and welcoming hospitality and service.
- Patience and the ability to remain calm in stressful situations.
- Advanced computer literacy skills (Microsoft Office, especially MS Outlook, MS Word, MS Excel).

Successful applicants in this position will be required to consent to a National Criminal History Check in line with our Compliance Check Policy.

For more information about the role, please obtain a position description via hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au by **COB Tuesday 9 July 2024**.