

Office Manager

\$55k-\$60k + Super per annum + salary packaging.

The Role

Supporting the day-to-day operations within the office you will be the first point of contact for all administrative tasks and the "go to person" for any questions and support within the office. Additionally you will be the first point of contact for all clients, customers and stakeholders both face to face and over the phone.

As the Office Manager you will be supporting and building relationships with all of the teams including; Donor Relations, Marketing, Publishing, Programs and Finance Teams. Therefore we are looking for a warm, approachable and welcoming professional.

You will also be supporting the on-boarding and inductions for all new starters in the business ensuring that they have a positive on-boarding experience.

Day to Day Duties

- Answering and directing incoming phone calls, ensuring an exceptional level of customer service is maintained.
- Ensure the office has a sufficient level of supplies and stationery whilst managing office expenditure.
- Oversee WH&S operations, ensuring First Aid and Fire Warden registers are up to date.
- Develop and implement administrative systems and processes as required.
- Provide administration/EA support to the CEO & COO.
- Arrange travel, accommodation, meeting rooms and car bookings for all staff, volunteers & board members as required and in support of community programs across the country.
- Updating the company structure chart, telephone list, etc as required.
- Undertake ad-hoc business reporting tasks and maintenance of registers. (e.g. Gift register, donor thank you cards, etc)
- Filing and scanning (as required).

Skills and Experience

- At least 3 years experience working in an administrative/office manager role within a fast-paced environment.
- Excellent verbal and written communication skills.
- Ability to multitask and prioritise.
- High level of customer service whilst interacting with clients and stakeholders
- Exceptional attention to detail and time management skills.
- High level of integrity, ability to maintain confidentiality and exercise professional judgement and discretion.
- Ability to work autonomously and as part of a team.
- Proficiency in Apple, Google & MS Office desirable but training available.