

# Position Description

## Administration Officer (CMY109)

<b>Contract</b>	Part time (0.8 FTE), ongoing
<b>Salary and conditions</b>	SCHADS Level 3 plus; <ul style="list-style-type: none"> <li>• Salary Packaging which provides up to \$15,900 tax free</li> <li>• Superannuation at 9.5%</li> <li>• Annual leave loading</li> <li>• Pay rise of approximately 4% per annum</li> <li>• Generous entitlements including cultural leave options.</li> </ul>
<b>Award/ Certified Agreement</b>	Social, Community, Home care and Disabilities Award 2010 and CMY Enterprise Bargaining Agreement 2015-2018 or any replacement agreement.
<b>Reports To</b>	Office Manager

The Centre for Multicultural Youth (CMY) is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia.

Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, CMY works to remove the barriers young people face as they make Australia their home. All CMY staff take an active role in organisational planning and quality improvement. It is a responsibility of all staff to represent CMY as an organisation committed to Participation, Diversity and Human Rights and promote its range of programs and services.

## Program Area

CMY's Business Services team provides HR, Finance, Administration and Communications support to up to 100 staff across eight offices in Ballarat, Carlton, Casey, Dandenong, Gippsland, Shepparton, Sunshine and Wyndham. The team ensures that CMY operations are appropriately resourced, accountable and sustainable and can deliver the very best services to our stakeholders.

## Position Summary

Based in Carlton, this role works in collaboration with the Business Services Team and is responsible for delivering high quality administrative services and support to all programs comprising CMY, including programs at satellite sites.

Along with maintaining administrative processes, the Administration Officer is responsible for performing a range of administrative duties including organising events, coordinating mail outs, providing front desk relief, responding to phone and email enquiries, and other duties as required. This role also provides support to the Human Resource and Finance teams including data entry, printing and filing.

## Accountabilities

- Provide support to the Office Manager to maintain administrative and operational systems and building infrastructure.
- Provide support to the Human Resource team to coordinate recruitment, new starter orientation and professional development trainings.
- Provide support to the Finance team to maintain financial management systems including preparation of invoices and finance related documents, assisting with data entry and filing.
- Maintain and reconcile corporate credit card and petty cash float.
- Provide high quality frontline customer service and support to staff and visitors of CMY Carlton.
- Provide administration support as required to a range of CMY programs to include assisting with event/meeting preparation and set up, printing and collating information packs, assisting with mail outs.
- Participate in regular staff meetings.

- Participate in and record minutes for organisation meetings such as policy and procedures and occupational health and safety.
- Consistent with the strategic directions of CMY carry out all other duties as directed.
- Abide by the policies and procedures of CMY and operate within the Code of Conduct.
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights.

### Key Selection Criteria

- 3+ years experience in office and finance administration.
- Excellent customer service skills and an ability to work with a variety of people across a range of work situations.
- Well-developed written and interpersonal communication skills.
- Ability to prioritise multiple tasks in a busy office environment.
- Familiarity with a range of software programs from the suite of Microsoft applications including Outlook, Word, Excel, Access and PowerPoint.
- Ability to work independently and display initiative.
- An eye for detail and accuracy.
- An ability and preparedness to work flexibly across a range of tasks as directed.
- Excellent time management skills.

### Additional Information

- CMY is an Equal Opportunity Employer.
- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Children Checks, and child safety focused referee checks.
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

### Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

I have read, understood and accept the above position description.

Employee Name .....

Employee Signature .....

Date ..... / ..... / .....

Manager Name .....

Manager Signature .....

Date ..... / ..... / .....