

Job description:

Resource & Administration Assistant

Full time 38 hrs/week (part-time negotiable).

September 2014

The **Resource & Administration Assistant** will support our science communication team by:

- Preparing materials for workshops and other events
- Researching content for client projects through the Internet and other sources
- Responding to enquiries (via telephone or email)
- Organising travel, visas, interviews, appointments
- Constructing and maintaining project databases
- Developing and maintaining project resources

THE COMPANY

We [Econnect Communication Pty Ltd] are a small team of science communicators working on regional, national and international projects. The diverse projects we work on seek to communicate science that is important to people's lives and the environment. We often work to tight deadlines and limited budgets. Sometimes it's chaotic and demanding, but we like working with each other, enjoy a laugh and are stimulated by creative ideas. At all times we strive to deliver quality services and products to our clients to help them meet their goals.

Main responsibilities

1. **GENERAL OFFICE ADMINISTRATION**
e.g. filing, postage, liaising with travel agents, applying for visas, booking accommodation, booking conference places, appointments, organise meetings, interviews, catering.
2. **PROJECT ADMINISTRATION**
Tasks such as researching content for science communication consultants via the internet, printed materials and interviews, sending out media releases, monitoring media coverage, and compiling data for reports.
3. **PROVIDING RECEPTION SUPPORT**
Answering phone calls and transferring to the relevant team member, welcoming clients and visitors to Econnect office, and providing a friendly and effective service at all times. Respond to enquiries (via telephone or email) from clients. Using one's initiative to deal with these enquiries correctly and efficiently. Knowing when to pass on, or to involve others.
4. **WORKSHOP SUPPORT**
Preparation of course materials and documentation for workshops. Responsible for ensuring that clients and workshop participants have all the necessary information available to them for workshops. Includes helping participants do their necessary workshop preparation and collating their responses, and contacting journalists.

5. **SURVEYS & EVALUATIONS**
Compilation of workshop evaluations for clients. Also includes creating and carrying out simple analysis of online surveys.
6. **DATA ENTRY**
Data entry – accurate transfer of information into spread sheets, creation and maintenance of databases.
7. **ASSISTING WITH FINANCE**
Assisting the Finance Manager
8. **MANAGING OFFICE SUPPLIES & MAINTENANCE**
Making sure supplies do not get low, making orders, keeping track of annual checks and obtaining quotes for maintenance jobs.
9. Other tasks as necessary, such as tidying the kitchen and office and running errands (as all team members are required to do) and assisting Director.

SELECTION CRITERIA

Essential

- Resilient, persistent & resourceful
- Excellent organisational skills - accurate and tidy, methodical and very good attention to detail
- Good verbal (oral and written) communication skills
- Proven ability to carry out and prioritise multiple tasks
- Polite, cheerful, enthusiastic. Enjoy meeting new people
- Expert knowledge of Microsoft Office (especially Excel and Word) plus Outlook email
- Knowledge of database systems
- Ability to work flexibly in a team and have the ability to react to immediate requests from the team or client
- Problem solving ability, which includes the ability to use initiative and persistence to provide appropriate responses to a range of non-standard enquiries that may arise; referring them to relevant team members when needed.

Desirable

- Administration/clerical experience
- Good numerical skills
- Experience with web-based applications such as mail and newsletter database management software
- Able to work independently and prioritise workload

Who you'll be working with

- Working closely with, and reporting to the Studio Manager
- Provide administrative support to team members
- Making appointments, booking travel and running errands for Director

Conditions of employment

- **38 hours per week**
- **Part time negotiable but must be over 5 days, minimum 28hrs/week.**
- Full-time salary of \$35,568–\$49,400, depending on experience, plus super
- One rostered day off per month; flexi-time/time in lieu (pro-rata for part time)

- 4 weeks annual leave; 10 days sick pay (pro-rata for part time)
- Veranda available for lunches, teas and parties

How to apply

- To Jane Ilsley via email ONLY (jane@econnect.com.au)
- Close midnight, Sunday 14th September
- Two pages maximum addressing the selection criteria, and including your contact details, the names and contact details of two recent work referees, and your availability to start work with us; you can also attach a CV.
- Short-listed applicants will be advised on Wednesday 17th September and will be interviewed on the morning of Friday 19th September in Brisbane (in person or via Skype).

For further information

Check out www.econnect.com.au. This should provide any information you require about our company. If you have more specific queries, please phone Jane **only** on 07 3846 7111 or email jane@econnect.com.au