

POSITION DESCRIPTION

SECTION 1: SUMMARY

TITLE: Office Coordinator

FTE/Days 0.4 FTE

CLASSIFICATION/LEVEL: \$25.00 per hour based on 30 hours per fortnight

EFFECTIVE DATE OF DOCUMENT: As soon as practical after 1 July 2018

ROLE PURPOSE: The Office Coordinator reports to the Executive Officer of the MGAWA WA branch, ensuring the smooth and efficient administration of the organisation and our programs.

SECTION 2: REPORTING RELATIONSHIPS

The Office Coordinator reports to the Executive Officer of the MGAWA WA branch

SECTION 3: OBJECTIVES

- Providing office management, administrative support and coordination for MGAWA.
- Coordinating individual programs (MGAWA membership and projects).
- Managing the organisational database.
- Contributing to the organisational development and growth of MGAWA, including supporting activities and events.

SECTION 4: STATEMENT OF DUTIES

- Overseeing the day to day administration of the office and providing administrative support to the team.
- Maintaining the MGAWA membership database.
- Being the first point of contact for enquiries, including answering telephone and email enquiries, redirecting when necessary.
- Maintaining the MGAWA website and social media platforms.
- Managing accounts receivable including processing sales and other financial transactions and receipting.
- Servicing MGAWA's programs including supporting events, sourcing catering, managing registrations.
- Supporting communications and campaign activities including the creation and distribution of the regular e-zine.
- Assisting with event planning and management, including ticketing and receipting.
- Other reasonable duties as required.

SECTION 5: SELECTION CRITERIA

Essential:

- At least two years administration or supporter management experience;
- A team player with a friendly, positive attitude;
- Highly organised with an ability to prioritise tasks, forward plan, meet deadlines and manage time effectively;
- Highly motivated self-starter, comfortable working with minimal supervision;
- Excellent interpersonal, written and verbal communication skills;
- Excellent skills in MS Office (Word, Excel) and database; and
- Basic financial and reporting skills.