

**Job Title:** Office Manager  
**Reporting to:** Executive Officer  
**Hours:** 0.8 (4 Days) Permanent Part Time  
**Key relationships:** Finance Manager, Marketing team, Program Managers and volunteers  
**Salary:** \$72k pro rata plus superannuation  
**Location:** Initiatives of Change Australia Centre,  
Armagh, 226 Kooyong Road, TOORAK VIC 3142

## Purpose of Position

### Office Manager

This role is to ensure the needs of the organisation and have flexibility in processes to align with the changing environment. This role is to help develop and implement systems that will underpin the operations team and the work of IofCA

### Personal Assistant to EO

The Personal Assistant aids the delivery of IofCA's operational and administrative functions and supports the Executive Officer (EO) with day-to-day functions

## Responsibilities and Duties

### Office Manager

- Provide recommendations and implement improvements to ensure the office runs efficiently
- Provide information and assistance
- Manage office expenditure and assist with budget planning
- Update Work, Health and safety

### Personal Assistant

As an experienced Personal Assistant to the EO, you understand the dynamics at the executive level and; Manage the internal and external meetings for the EO, including:

- Sending meeting invitations, collating acceptances and note and minute taking when necessary
- Manage the diary and meeting schedules for the EO
- Assist with the communications and correspondence on behalf of the EO

- Liaise with members of the team, external agencies as well as other internal staff to assist with the achievement of IofCA's directives.
- Assist with creating reports and necessary documents.

## **Administration**

- Provide oversight and management of day-to-day administrative functions
- Assist with reception
- Manage the running of office equipment
- Manage the user access for SharePoint and other resources
- Work with the team and update policies when required
- Investigate, negotiate and manage procurement.
- Update the stakeholders on any issues that they may need to know in regards to the use of the property.

## **Human Resources**

- Assist with the organisations HR functions by finalising position descriptions, arranging advertising and interview, working with our HR Consultant and EO
- Assist with the on boarding and record keeping
- Assist the EO with performance management and review, ensuring documentation is completed and filed.

## **Finance**

- Track office expenditure
- Work with Finance Manager to prepare and monitor administration and general maintenance budgets
- Investigate, negotiate and manage procurement.
- Reconcile and invoice private use of our one IofCA vehicle

## **Maintenance**

- Be the first point of contact in regards to maintenance issues
- Contact contractors to arrange maintenance works
- Oversee the regular maintenance contract such as gardening, cleaning and reactive maintenance.
- Work with Asset Manager in regards to larger maintenance works and to keep updated on planned works

## **Team Work**

Attend coordinating team meetings

Liaise with all staff, volunteers and stakeholders and help ensure understanding of roles and responsibilities

## Skills and attributes

It requires a highly motivated, resilient individual with a proven track record of performance, established networks, exceptional stakeholder management, influencing and communication skills (written and oral), along with strong planning, organising skills.

Previous experience in office environments.

Display a 'can do' attitude with good self-organising skills

A pragmatic approach to problem solving

Proficient computer skills and willingness to learn new programs

Commitment to the ethos and values of IofC Australia

Experience working in the not-for-profit sector

A police records check is required for all staff working at Initiatives of Change Australia