

ADMIN OFFICER

- Part-time or full-time position based in Canberra
- Work at Australia's leading independent think tank
- Ongoing training and development opportunities

The Australia Institute is one of the country's most influential public policy think tanks. Based in Canberra, we conduct high impact research that combines rigorous fact-driven material with cutting-edge communication strategies.

In this role, you will support the Chief Operating Officer and Office Manager to provide a range of business and corporate services to the Australia Institute team.

Duties

The duties typically include:

- Monitor incoming phone calls and correspondence
- Manage office email inboxes
- Receipt daily banking
- Process financial transactions in Xero and NationBuilder
- Manage enquiries regarding book sales, refunds and deliveries
- Collect, distribute and send mail/parcels
- Provide administrative support to the Office Manager and other team members
- Set up meeting rooms for special meetings/events, including sending invitations, managing RSVPs and organising catering (when required)

About you

Ideally, you will have experience in a similar role, have strong written and verbal communication skills, and great people skills.

You will need to be organised and like organising, able to work independently and have a keen eye for detail. A customer-focused attitude, proven time management skills, and the ability to multi-task on projects and initiatives of various sizes and complexity is a 'must'.

Advanced skills in MS Office, SharePoint and experience with XERO or a similar accounting system would also be highly regarded.

About Us

The Australia Institute is an independent public policy think tank that conducts research and advocates for progressive policies across a range of social, economic, and environmental issues. For thirty years, we have been publishing independent evidence-based research, combined with impactful advocacy, that shapes the public policy debate and drives positive change for a better Australia.

What We Offer

- A supportive and inclusive work environment that values creativity, innovation, and collaboration.
- A commitment to professional development.
- Competitive salary commensurate with experience.

Application Instructions

You must have the right to live and work in Australia to apply.

To apply, please submit your resume and a cover letter (no longer than two pages) outlining your relevant experience to recruitment@australiainstitute.org.au. Please include "Admin Officer - [Your Name]" in the subject line.

Applications must be submitted by 11:59 pm on Friday, 15 November 2024.

Please note: Due to the nature of the role the position is based in our office in Canberra. Part-time or other flexible work options will be considered.

For further information about this opportunity, please email recruitment@australiainstitute.org.au, and we will get back to you.