



## OFFICE MANAGER

### ABOUT US

The Lake Baroon Catchment Care Group is a small dynamic not for profit community group based in Maleny in the Sunshine Coast hinterland. We work with the local community to reduce risk to catchment water quality particularly primary producers and other large landholders. We pride ourselves on collaborative working relationships with our clients delivering conservation and land management outcomes.

In 2018 Lake Baroon Catchment Care Group won the *Australian Government Excellence in Sustainable Farm Practices* at the National Landcare Awards and has an annual budget of \$1.5 M.

### ROLE OUTLINE

Our organisation is seeking a responsible and experienced administrative assistant to take care of an array of clerical and administrative duties. Responsibilities of the administrative assistant include, but are not limited to, providing support to the manager and employees in the office, performing daily workplace tasks such as handling the mail, as well as handling the company's general organisational matters. You will be required to manage meeting details for several staff, connect phone calls, prepare reports, organise files, maintain MYOB and website. The chosen candidate will have excellent communication and organisational skills. Working knowledge of tools such as Microsoft Office and other office programs required. The chosen employee will help to ensure the smooth running of the office.

The position is available on a two-year part-time basis (extension subject to funding) – three days per week with flexible working hours available. Salary range is \$45,000 - \$55,000 p.a. pro-rata plus superannuation dependent upon skills and experience.

### DUTIES AND RESPONSIBILITIES

The successful applicant will carry out the following duties and responsibilities:

- Answer the company phone in a polite and welcoming manner, and direct calls to the relevant employee
- Schedule appointments and meetings for various employees
- Take minutes of select meetings for future reference and assist with meeting preparation
- Compile and send emails, memos and letters

- Manage payroll using MYOB including ATO requirements, superannuation etc
- Issue invoices, maintain MYOB files and produce reports as required
- Help to prepare company reports on a monthly or as required basis
- Scanning paper documents such as contracts into a company database
- Maintain organisation's databases – including backup of all files
- Craft an effective filing system for maintaining easy access to files
- Maintain company policy and procedure compliance (annual review & updates)
- Maintain office supplies
- Provide assistance and support to visiting personnel
- Act as the contact for external clients

## REQUIREMENTS

The successful applicant will have the following experience and skills:

- A preferred 5 years' experience as an administrative assistant or office admin assistant
- Working knowledge of general office equipment such as printer, scanner, and PC
- High proficiency in all aspects of MYOB
- High proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint
- Excellent time management skills
- Understanding and ability to maintain tour website
- Ability to prioritise tasks
- Strong communicative skills
- High level problem solving skills
- Ability to effectively multi-task

## HOW TO APPLY

1. Provide a cover letter outlining your suitability for the position, with specific examples addressing the bullet points listed under Requirements. Please keep responses concise – 2 pages maximum; *and*
2. Attach your current resume with at least two referees who have knowledge of your work (referees will be contacted post interview with your permission) to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

Send application to [info@lbccg.org.au](mailto:info@lbccg.org.au) by 5.00 pm 14<sup>th</sup> December 2019

### Further information

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