



# Job Description

## Office Administration

### How to apply for this position:

1. Complete and submit the Application Form, along with;
2. A two-page written summary of how you meet the required skills and experience for the position
3. A copy of your current CV along with any relevant certificates

Applications must be submitted via email: [belinda.kendall@curijo.com.au](mailto:belinda.kendall@curijo.com.au)

**Application close:** COB Friday 24 November 2017

### Brief Description of the Role:

Curijo is seeking high-quality Office Administrator to undertake all office administrative tasks and provide administrative support to service delivery whilst supporting sustainable growth within the business. We require an Office Administrator who will ensure the smooth running of the office in a dynamic and growing Indigenous business, the ideal candidate will be self-motivated, multi-skilled with strong administrative and operational skills.

### Skills and expertise:

1. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply or demonstrated ability to work with Aboriginal and Torres Strait Islander People
2. Minimum 2 years Office Administration Officer or Receptionist experience
3. Excellent oral and written communication skills with attention to detail documentation ability and high-level customer service
4. Highly organised, flexible with the ability to multitask and meet deadlines
5. Must be self-directed and able to complete task with limited supervision in a fast-paced environment
6. Maintain staff and service delivery confidentiality
7. Experience with MS Word, MS Excel, SharePoint and Outlook, must be comfortable working with spreadsheets
8. Exposure to accounting is an asset, aptitude and passion for working with numbers is highly desirable
9. Must have an open clear drivers licence and vehicle

**Curijo Pty Ltd**

**October 2017**

*We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia. We understand the important role of maintaining these rich cultures and the ongoing relationship with the land.*



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## Job Details:

Job Name	Officer Administration
Reports to	Chief Operating Officer
Direct Reports	N/A
Classification	Permanent - Full time/Part-time (negotiable)
Location	Canberra
Probation	6 months
Hours	9am to 5pm, or as negotiated.
Remuneration	Award rates apply, estimated at around \$27.50 per hour plus superannuation

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### Primary Responsibilities

Responsibilities	Tasks	KPI's
Leads	<ul style="list-style-type: none"> <li>Assist with the administration of marketing and business development initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> </ul>
Sales Conversion	<ul style="list-style-type: none"> <li>Assist in supporting effective client relationships</li> <li>Assist in the preparation relevant proposals, tenders and quotes</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> </ul>
Business administration	<ul style="list-style-type: none"> <li>Provide administrative assistance to the operations of the business as required</li> <li>Management and monitoring of office operations</li> <li>Management of office security and assets</li> <li>Assist in the preparation of financial reports and expenses</li> <li>Assist office staff in maintaining files and databases with high-level accuracy</li> <li>Manages office, staff supplies and inventory</li> <li>Schedules appointments and meetings for the Management team and other staff</li> <li>Tracks office supply inventory and approves supply orders</li> <li>Manages the Asset Register</li> <li>Provides high level customer service</li> <li>Manage and implement office project and organising travel quotes etc</li> <li>Mail collection and distribution</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> <li>Office duties are conducted and performed to a high standard</li> <li>High-level customer service and professionalism is displayed</li> </ul>
Teaming	<ul style="list-style-type: none"> <li>Assist with the organisation and reporting of the Curijo Team Meetings</li> <li>Share knowledge and experience with Curijo staff through a two-way learning process and buddy system</li> <li>Undertake any other reasonable duties / projects which may be required from time to time</li> </ul>	<ul style="list-style-type: none"> <li>Team feedback is positive</li> <li>Management team feedback is positive</li> </ul>
Cultural	<ul style="list-style-type: none"> <li>Undertake cultural awareness training</li> <li>Be aware and always work in a culturally sensitive and strengths based manner</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from CEO is positive</li> </ul>