

POSITION DESCRIPTION

ADMINISTRATION ASSISTANT (CASUAL)

Primary focus of position:

The Administration Assistant is responsible for providing timely, efficient and effective administrative assistance and confidential secretarial support to the Director & CEO. The position communicates and maintains relationships with stakeholders on behalf of the Director. are, therefore, essential in this role. They will also undertake other tasks to support the Leadership Team.

Reports to: Director & CEO

Hours: Casual

- Hours will vary from week to week depending on requirements; maximum of 10 hours per week
- Working partially from home is possible

Salary: \$31.67 per hour plus super

The main tasks to be undertaken include:

- Arranging meetings and appointments for the Director with internal and external stakeholders
- Assisting with the preparation, distribution and retention of papers and official documents for Board meetings and the AGM
- Purchasing of consumables and stationery for the Museum
- Other administrative tasks as required

Selection criteria:

- High levels of professionalism, initiative, judgement and discretion
- Excellent written and verbal communication skills and attention to detail
- Demonstrated ability to manage and negotiate relationships with internal and external stakeholders
- An understanding of the Jewish community and an interest in Jewish culture

How to apply

To apply for this position, please submit your CV and cover letter explaining your interest in and suitability for this role.

In your CV, for each position held:

- a) briefly outline the scope of your role and
- b) clearly detail your personal achievements in the role.

There is no need to directly address the selection criteria in your cover letter or in a separate document.

Referees

Please include a list of *potential* referees at the end of your CV. Please provide referees' names and current positions, with a brief explanation of how you know each other and what kind of insight they might offer on your background and skills.

Referees will not be contacted without your prior agreement, so you do not need to advise them at this stage that they are on your list.

Enquiries

If you have any questions about this position description or would like to talk about any aspect of the role before submitting your application, please contact Rebecca Forgasz, Director & CEO, on 8534 3630 for a confidential discussion.

Applications should be submitted by email to director@jewishmuseum.com.au