



Administration and Communications Officer

If you enjoy a role with variety, multitasking and thrive under pressure, this role is for you!

Join a small team who provide services and support for a progressive national peak membership organisation for health care professionals and researchers.

You will be based in the organisation's office, located in the Melbourne CBD, close to both Flinders and Spencer Street Stations. Reporting directly to the CEO you will be engaging and working collaboratively with key stakeholders across the organisation, including the Board, professional members, health committees, special interest groups and a small team focused on providing optimum outcomes for the organisation's members.

You will be responsible for

- providing effective and efficient administrative support to a busy CEO
- providing secretarial support to the Board, Committees and other special interest groups
- communications activities (i.e. member communications, advocacy, other as required)

Your key administrative responsibilities include

- coordinating, preparing and distributing all documentation for meetings, including agendas, Board papers and financial documents for the CEO and others as required
- producing documents, reports, papers, presentations, publications and e-newsletters to a high standard, ensuring they are formatted correctly, free from errors and inconsistencies
- having the ability to work with minimal guidance, pre-empting tasks and bringing others to work together to meet reporting requirements and tight deadlines

Communications responsibilities include

- coordinating digital and traditional media engagement strategies, advocacy and lobbying strategies
- developing content and collateral for PR activities
- assisting CEO, and others as required with media enquiries and liaison
- preparing draft media releases and position statements

You will be proactive and resilient with the ability to manage shifting priorities in a demanding and changing work setting within strict timelines and have:

- exceptional interpersonal, verbal and written (grammar, spelling punctuation) communications skills
- high-level organisational and time management skills
- advanced-level proficiency in MS Office Suite, and ideally in ASANA, CMS, CRM and mail chimp
- 3+ years' administrative experience including Board and/or Committee secretarial experience
- experience in assisting strategy and campaign development and delivery
- tertiary qualification in comms, marketing, PR, journalism or a related discipline

An understanding and/or knowledge of the health services sector in a hospital, medical or membership organisation is highly desirable.

If you have the ability to work independently in a collaborative manner, actively contribute to maintaining a positive culture in a small office by having a 'can-do' attitude where you enjoy sharing the load, for example, helping your colleagues answer the office phone (not a busy switch) to assist with member inquiries or helping to meet project deadlines as required, this role is for you!

To Apply: email your resume along with a cover letter outlining how you meet the key requirements of this role to careers@recruitsafe.com.au

For a confidential discussion phone Anna on 1300 277 633.