

POSITION TITLE: Administration and Travel Coordinator

DEPARTMENT: Business Operations

DATE: January 2018

REPORTS TO: Director – People and Culture

Organisational Vision:

An inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

Organisational Mission:

CBM is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

Purpose of Role:

Provide high quality, efficient administration to the People & Culture team and COO Secretariat team including supporting organisational travel coordination and systems and processing payroll.

Level of Direction or Supervision:

Reporting to the Director People & Culture, with oversight for travel from the COO Secretariat, this role works with medium supervision and direction for routine activities and collaborates with team members where required. Regular liaison and communication with employees across the organisation is also expected. The role has no direct reports.

Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weighting Total= 100
P&C Administration	<ul style="list-style-type: none"> • Organise interviews, letters and welcome packs for successful candidates • Ensuring compliance of employees with items such as police checks, policies, 100 point identification • Monitor probation period, track completed reviews, coordinate entry and exit 	<ul style="list-style-type: none"> • Tasks are completed efficiently and in a timely manner • Employees are compliant • Training courses (internal and external) are run smoothly • Enquiries are handled promptly 	40%

	<p>interviews, annual salary review letters.</p> <ul style="list-style-type: none"> • Administration of learning events including: invitations for staff, room bookings and catering, collating workshop materials • Maintain memberships and subscriptions, • Coordinating monthly employee forums and devotions • Provide People and Culture related support to the COO Secretariat as required 	<ul style="list-style-type: none"> • All Rosters, memberships, subscriptions and lists are maintained accurately • 	
<p>Domestic and International Travel, Planning and Administration</p>	<ul style="list-style-type: none"> • Coordinate with travellers to provide the right travel-related information • Identify, facilitate and manage visa requirements • Finalise and obtain visas on behalf of travellers • Book flight, accommodation and transportation that best suits the work/employee need and designated budget • Alter travel plans and packages, as needed • Ensure that all travellers have required documentation completed and necessary equipment and tools for travel • Coding of travel expenses monitored as required • Facilitate traveller advances and acquittals as required • Provide currency travel guidance 	<ul style="list-style-type: none"> • Travel coordination remains streamlined to one focal point • Sharing of information results in confident and safe travel • Visa requirements are established and applications completed • Timely follow up and confirmation of visa requirements occurs • Travel is booked in a time and cost effective manner • Specific department/ traveller needs are quickly identified and travel planning and administration is detailed to this need • Travel expenses correctly allocated • Correct finance processes are followed • Travellers aware of currency needed 	<p>35%</p>

Payroll	<ul style="list-style-type: none"> • Process monthly payroll • Payroll and leave liability reconciliations • Process salary packaging and liaise with salary packaging provider • Process superannuation and liaise with superannuation clearing house and default fund 	<ul style="list-style-type: none"> • Payroll processed accurately and ready for authorisation two business days prior to payroll processing • Legislative requirements complied with • Superannuation processed and paid within required timeframe 	
Systems Maintenance	<ul style="list-style-type: none"> • Update and maintain NetSuite Employee information • New employees and updates entered in Cascade • Records Management (new files, filing, archiving, etc), • End of month reporting Maintain Intranet and updates on MEERKAT for Business Operations, including as directed by the Secretariat 	<ul style="list-style-type: none"> • Records and files are current • Information on Intranet is current and easy to access • Reporting is completed on time • Systems are maintained and accurate 	10%

SPECIFIC OUTCOMES REQUIRED

Knowledge is maintained of current issues and activities of the People & Culture Department
The People & Culture Team are effectively supported
Managers and staff are given timely and appropriate advice
Payments to employees and for employees are accurate and on time
Confident and timely management of visa and travel bookings appropriately costed.
Ensure appropriate risk issues for your areas of responsibility are identified, kept updated and appropriate mitigation strategies are developed, implemented and maintained.

KEY COMPETENCIES OF ROLE

Qualifications in Business Administration, Human Resources or a related field are desirable
Minimum 5 years' experience in a similar or related role

Previous payroll and salary packaging within a not for profit organisation
Experience in domestic and international travel coordination
Previous experience with NetSuite is favoured
Encourages collaboration and can easily gain trust and build rapport
Proven organisational skills and the ability to manage time effectively and meet required deadlines
Acts with authenticity and ensures high levels of confidentiality and discretion in all dealings
Embraces and supports organisational change and can encourage adoption
Works well under pressure; enjoys a challenge and its associated learning
Proficiency in Word applications and uses, and searches on internet.
Can clearly convey both written and verbal information and displays a strong service orientation
Committed to quality and continuous improvement in both work efforts and activities
Commitment to CBM's mission and values.
A willingness to contribute to the growth and development of CBM and its work.

JOB EVALUATION		
Factor	Level	Score
Responsibility and Accountability	3-4	120
Judgement and Decision Making	3-4	56
Interaction and Influence	3-4	56
Knowledge and Application of Creative and Technical Skill	4	187
TOTAL		419
Salary Grading		Grade 5

Signed

Signed

 Manager Name and Surname
 Director – People and Culture

 Incumbent Name and Surname
 Administration and Travel Coordinator

Date

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Date

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