



Travel and Administration Coordinator
Permanent Full time position
Box Hill Location
People and Culture within the Business Operations Department

The Organisation

CBM Australia is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. We partner with local organisations with the aim of building and promoting an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential. CBM Australia is a key member of the CBM global network and has in its remit strong field programming and advocacy work as well as fundraising.

The role

The Travel and Administration Coordinator works with minimal supervision and is responsible for providing travel coordination across the organisation and a high standard of administration to the People and Culture team. The role requires seamless payroll processing and the promotion of positive relationships with employees.

The main duties will include:

- Managing domestic and international travel planning, booking and administration for the organisation including visa procurement
- Coordinate safety and security information and briefings, including tracking of travelers
- HR administration support, while maintaining confidentiality of all information and in line with ER legislation.
- Maintain Payroll processing and monitor employee salary packaging queries
- Maintain and enhance internal P&C management systems

The profile

The ideal candidate will have an open and friendly nature without undermining the importance of confidentiality and superior travel coordination and administration skills with a high interest in servicing employees to support the work of CBM Australia in improving the quality of life of persons with a disability.

Other key points:

- Expansive travel knowledge, inclusive of geographical knowledge
- Experience in planning trips to high risk destinations and the safety and security risks involved
- A passion and interest in people, culture and HR best practices
- Superior attention to detail, organisational skills and capabilities in terms of prioritizing work and meeting deadlines within a part time nature
- Excellent interpersonal skills with the proven ability to build effective relationships and communicate with a diverse range of people both internal and external
- Technology savvy with advanced skills in MS Office (Outlook, Word, Excel and PowerPoint)

Along with your commitment to CBM's mission and values, this is an outstanding opportunity to contribute to an exciting international facing role.

CBM Australia wants to recognise and reward our staff and can offer a number of attractive benefits; salary packaging, flexible working conditions, and professional development opportunities.

If you meet the above criteria, please email a resume and a letter of application addressing the role's key tasks and priorities to:

People and Culture Advisor

+61 3 8843 4590

careers@cbm.org.au

Applications close:

Tuesday 23rd April 2019

Background checks

CBM Australia is committed to workplace equity and diversity and encourages applications from Australian Residents with diverse cultural backgrounds and people with a disability.

CBM Australia is committed to the safety and best interest of all children accessing CBM supported services, programs and workplace.

Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.