



Executive Administrator – Inclusion Advisory Group (IAG) Full time, Parental Leave replacement (9 months)

An exciting opportunity for an experienced Executive Administrator to join the Inclusion Advisory Group at CBM Australia.

About us

CBM Australia is Australia's only International Development organisation focussed on improving the quality of life of people with disabilities in the poorest countries. As a global leader in inclusive development, CBM partners with local organisations to build and promote an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. It does this because it is a Christian organisation committed to ending the cycle of poverty and disability. It does this through field programs, inclusive development advisory, social justice advocacy and fundraising. CBM Australia is key member of the CBM Global network.

About the role

Reporting to the Business Manager this role provides high level administration and operational support to the IAG management team.

Key priorities of the role are as follows:

- Proactively support IAG management team with workload and deliverables
- Manage IAG's shared team calendars, book meetings and take minutes
- Provide administrative support to IAG Director
- Contribute to streamlining of department operational processes
- File management of key documents
- Organise IAG team meetings and events
- Maintain project management systems
- Support development and tracking of IAG budget including monitoring, spend and reallocation
- Act as liaison point for other CBM departments and participate in interdepartmental working groups and projects as directed
- Provide first point of contact for orientation of new staff and volunteers

About you

The successful candidate will bring the following:

- Exceptional organisational and time management skills with high attention to detail
- Ability to work independently with a minimum of supervision whilst able to work in a team environment
- Ability to manage up and hold management team to account as required
- Exceptional IT skills, especially in Microsoft Office
- Self-motivated and proactive with the ability to identify issues and problem solve
- Well-developed interpersonal and communication skills
- Ability to operate with discretion and confidentiality
- Ideally demonstrated application of skills in a similar context (NFP/NGO)
- Commitment to and ability to demonstrate and display CBM Australia's values and behaviours
- A willingness to contribute to the growth and development of CBM Australia and its work

Apply

CBM Australia offers competitive salary packaging, flexible working conditions and professional development opportunities.

If you would like to join our organisation please [Click Here](#) and include a cover letter outlining how you align with our values along with your relevant experience. For further information a full Position Description can be obtained from our website www.cbm.org.au. Applications close 16th August 2020.

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.