

POSITION TITLE: Facilities & Administration Coordinator
DEPARTMENT: Business Operations
DATE: September 2023
REPORTS TO: Head of People
FTE: Full Time
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is an international Christian development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

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

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

The Business Operations department provide CBM Australia with support, reporting and partnering in all areas of operations to ensure that the goals of CBM Australia can be effectively and efficiently achieved.

RESPONSIBLE FOR

The Facilities & Administration Officer works as part of the Business Operations Team and supports the team across a number of key administrative areas including but not limited to: facilities management, travel administration, and event coordination. This role will also provide general ad hoc administrative support to the team.

MAIN ACTIVITIES

The Facilities & Administration Coordinator's main activities are as follows:

1. Facilities

- Coordinate building and equipment related maintenance and repairs and manage contractors.
- Engage with stakeholders to respond to facilities issues and resolve effectively & efficiently.
- Investigate and communicate options to resolve service requests appropriately.
- Successfully manage improvements to the facilities.
- Implement and maintain initiatives to achieve sustainable operations.
- Manage basic operational administration, including security, reporting, bookings, visitor management, etc.
- Ordering of office consumables (such as groceries and stationery)
- Storage facility administration

- Maintenance of the register admin
- Assistance with utilities and office facilities maintenance

2. OH&S

- Assist with OH&S audits and contribute to workplace safety.
- Coordination of training and drills for Fire Wardens and First Aid Officers.

3. On-site Coordination

- Support the BOPS function with delivery of in-office events/training and meetings.
- Organise catering.
- Send invites and receive RSVP.
- Determine and arrange accessibility requirements for attendees.
- Assist with greeting of office visitors (ie. External consultants, new starters, interviews) and office set up.

4. Travel

- Assist with basic ISOS queries, manage escalations.
- On occasion, compile, and report on the CBMA travel process and activity
- Booking travel with our travel partner, on occasion

5. Team Administration

- On occasion, the Administration officer may provide assistance to the overall BOPS team with activities such as:
 - Data entry support
 - Updating of registers and general administration
 - External storage assistance and maintenance
 - Taking minutes and actions during a meeting
 - Setting up technology for a virtual or hybrid meeting

KEY SKILLS/QUALITIES

- Skills in data entry, administration, and coordination.
- Strong planning and organisation skills
- Competence and confidence in working in a digital technology environment.
- Proficiency in Excel, Word applications, PowerPoint
- Experience in other software platforms, including Miro, Mural, Jira is desirable but not mandatory.
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

INTERNAL CONTACTS:

All CBMA Staff

EXTERNAL CONTACTS

Not applicable

Level of Direction or Supervision:

This position works semi-autonomously and reports to the Head of People. The incumbent is part of the Business Operations team. The clear focus of the work relates to the administration, data entry and coordination support required for the business operations team.