

## **ADMINISTRATION OFFICER OPERATIONS**

### **ABOUT THE OPPORTUNITY**

The Primary purpose of the role is to contribute to the efficient business operations of the directorate by providing a range of quality administrative services to the General Manager Operations and staff within the team/unit.

This is a diverse administrative role that requires professionalism, confidentiality, a positive problem solving, and solutions focused approach. The successful candidate will be the administrator for Salesforce (CRM) for the organisation. The challenge is to be flexible in the scope due to the range of activities as required by the business unit.

This is a part time position (22.5 hours per week), fixed term contract until June 2022.

### **ABOUT YOU**

To be successful in the role, you will need to have:

- Positive attitude and collaborative approach
- Relevant qualification and/or experience to provide high level administrative support to senior staff
- Experience working with Salesforce (CRM) systems, database entry and management, and reporting
- Ability to work autonomously and use initiative to seek clarification as required
- Communication skill
- Time management skill
- Full COVID-19 vaccinations. This is a mandatory requirement from NSW Government for NGO receiving NSW Health approved grants.

### **ABOUT US**

**BEING – Mental Health Consumers** is the independent, state-wide, peak organisation representing the views, perspectives and experiences of people who live with mental health issues in NSW.

Our primary focus is to ensure the voices of people living with mental health issues are heard by decision makers, service providers, and the community, and recognised for the valuable expertise they bring to system and service reform.

**BEING – Mental Health Consumers** is committed to human rights principles of diversity, inclusion, and equity and believes that recovery is possible for all people who live with mental health issues and emotional distress.

## **ABOUT OUR CULTURE**

As a NSW peak body, BEING – Mental Health Consumers is a unique not-for-profit organisation focused on advocating for our members and broader community. Our culture ensures we foster collaborative and inclusive team approaches.

With a focus on our people, our team enjoy working here because we know how to have fun and work hard in equal measure. We keep each other going through any challenges and band together as a team to get the job done.

## **WHAT YOU'LL GET IN RETURN**

- Work life balance & flexibility in family friendly environment
- Competitive base salary
- Work with a collaborative team who cares
- EAP services
- Modern terrace office location, with a lovely outdoor balcony for lunches and breaks
- Workplace surrounded by public transport
- Working for a peak body who is making a difference
- Health and wellbeing initiatives

## **TO APPLY**

Please email your application to [jobs@being.org.au](mailto:jobs@being.org.au) and include your CV and brief responses to the following questions:

1. Describe your experience in providing high level administrative support.
2. Describe a time when you need to work autonomously and be proactive.

***We would like to commence the position in January 2022, and applications will be shortlisted as they are received. Please apply as soon as possible to be considered. Thank you.***

Full Position Description and more information about our organisation can be found on our website <https://being.org.au/work-with-us/>.