

Amaze

Position Description

Position title: Administration Officer	Team: Finance and Operations Team
Reporting to: Office Manager	Effective date: March 2023
Hours: 1.0 full-time equivalent (FTE)	Position type: 12-months (fixed-term)
Salary: \$60,000 – \$65,000 + superannuation + salary packaging	Location: Work from Victoria Street, Richmond
Vaccination requirement: As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status.	

About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process! We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.

About the team

The Finance and Operations Team provide high quality operational support across the whole organisation.



About the role

The Administration Officer role is a key role at Amaze providing receptionist services and administrative support across a range of program areas. This includes answering the phone and supporting the caller, monitoring and responding to email mailboxes, organising catering and setting up meeting rooms, providing general administrative support, and keeping the kitchen, stationery area, and general office well-stocked, clean and professional.

What you'll be doing

Administration

- Coordinate the reception area including answering the phone and assisting callers in a timely and professional manner and welcoming visitors.
- Coordinate and post the mail.
- Assist the Office Manager in supporting the CEO and Executive Management Team in setting up internal and external meetings and ad hoc executive assistant support.
- Support the Office Manager and the Executive Management Team with administration including printing, photocopying, scanning, and other tasks.
- Support the Communication and Stakeholder Engagement team in collecting and sending out materials, stocktaking, and organising workshops, forums, and events.
- Provide administration support across all Amaze program areas, as required.
- Conduct efficient and accurate data entry for Amaze's programs, as required.
- Monitor internal mailboxes and respond or redirect emails as appropriate.

Meeting and office support

- Book and set up meeting rooms, organise catering, and other associated tasks.
- Stocktake, order, and top up kitchen supplies.
- Stocktake, order, and top up stationery supplies.
- General office-keeping to ensure the space looks tidy and clean.

General

- Other tasks as required, aligned to skills, experience, and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

What you'll need to succeed

KEY SELECTION CRITERIA

Qualifications and Experience

- Vocational qualification in relevant area (e.g., business, business studies, or management) and/or equivalent demonstrated experience.
- **Desirable.** Experience in a not-for-profit organisation.
- **Desirable.** Experience in the disability sector.

Knowledge

- Autistic community focused with either knowledge of, or commitment to, developing respectful communications for autistic people and their families and carers.

Capabilities

- Communicates effectively, listens sensitively, and adapt communication to the needs of the audience.
- Ability to meet and exceed internal and external customer needs whilst cultivating relationships that secure commitment and trust.
- Ability to work autonomously as well as part of a team, working to achieve effective, productive, and collaborative relationships across the organisation.
- The ability to logically plan, organise and prioritise work to meet timescales and competing deadlines.
- Monitors performance and progress against objectives, taking action to ensure deadlines and outcomes are achieved, and managing personal time and resources effectively.
- Positive attitude with a can-do mindset and willingness to learn.
- High level of maturity and personal integrity, with personal drive and determination to deliver work on time and to a high standard.
- Intermediate skills in the use of Microsoft Office, CRMs (preferably Salesforce), and the utilisation of digital technology or the ability to rapidly acquire the knowledge and understanding.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:

- Work at the Amaze Richmond office every day in an open plan environment.
- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate verbally via phone, through video meetings, and in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.

Other requirements

- A National Police Check and Working with Children Check is required.

