

Melbourne Unitarian Peace Memorial Church

OFFICE ADMINISTRATOR

We envisage a 0.5 TIME FRACTION over 5 days
(times negotiable)

The Melbourne Unitarian Peace Memorial Church is a church with a difference. We impose no creedal or denominational requirements. Our motto is 'Seek the Truth & Serve Humanity', and covers issues such as peace, the environment, social justice and human rights.

The duties of the Office Administrator include a wide range of day-to-day administrative tasks including front-desk face-to-face interactions with the public, answering of the phone, taking care of mail correspondence, receiving and forwarding communications, managing schedules, liaising with outside users and planning events. It also includes responsibility for all office paperwork, effective record management and overall office requirements.

KEY SELECTION CRITERIA

- ***Organisational skills***
 - Strong organisational skills and attention to detail for tasks such as recordkeeping and scheduling
 - Solid knowledge of computers, office equipment, relevant software programs, website management and social media platforms
 - Strong time-management skills
- ***Interpersonal skills***
 - Excellent member service and empathetic approach with members and other contacts directly or via phone or email
 - The ability to work well with others
- ***Communication skills***
 - Excellent communication skills to facilitate effective communication within and outside the organisation including:
 - excellent written skills that include correct spelling and grammar
 - excellent social media skills
- ***Initiative and flexibility***
 - Sensitive and diplomatic approach to interaction with individuals and other groups
 - Ability to work without direct supervision

Please send your CV and application addressing the key selection criteria to:

admin@melbourneunitarian.org.au