

Position Description

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| Position title: | Administrative Assistant |
| Type | Full time (or flexible for the right applicant) |
| Location: | Launceston |
| Salary: | \$53,000 plus allowances and super |

About Tasmanian Leaders

Tasmanian Leaders is Tasmania's premier leadership development organisation. Our overarching purpose is to cultivate purposeful and inclusive leadership that contributes to the enhancement of our economic, social, and environmental well-being. We believe that effective leadership is a catalyst for positive change, and we are committed to inspiring individuals to make a meaningful impact within and across their personal and professional roles.

Tasmanian Leaders operates as a not-for-profit incorporated association, overseen by an expert Board and managed by a team of highly experienced professionals. Our organisation thrives on the support of dedicated volunteers who share our passion for a better future for all Tasmanian's.

Position overview

The Administrative Assistant will play a crucial role in supporting the daily operations of our organisation. This role involves a range of tasks that require strong organisational skills, attention to detail, and the ability to work effectively in a fast-paced environment. This position offers an excellent opportunity for a dedicated individual to gain valuable not-for-profit experience.

Key responsibilities

- **Communication:** Manage phone calls, emails, and correspondence, and liaise with program participants and stakeholders.
- **Scheduling:** Coordinate and schedule meetings, appointments, and events.
- **Document preparation:** Prepare and format reports, presentations, and documents for internal and external distribution.
- **Data management:** Maintain and update databases, ensuring accuracy and consistency of data.
- **Document management:** Organise, file, and retrieve documents, contracts, and reports as needed.
- **Office supplies:** Monitor and manage office supplies, procurement, and inventory.
- **Travel arrangements:** Coordinate travel and accommodation arrangements for staff, speakers and program participants as required.
- **Financial support:** Assist in expense tracking, invoicing, and financial record-keeping.
- **Program support:** Provide administrative support to ongoing programs, including documentation and coordination.
- **Team collaboration:** Collaborate with colleagues and assist with ad hoc tasks as needed.

Skills and competencies

- Strong organisational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite - Word, Excel, Outlook and Powerpoint; and the capacity and desire to learn other software systems.
- Ability to work effectively both independently and as part of a team.
- Attention to detail and commitment to accuracy.
- Prior administrative experience and / or training is required.

Benefits

- \$53,000 plus allowances and super or negotiable depending on skills and qualifications.
- Opportunities for growth and career advancement.
- Supportive and inclusive work environment.
- Training and development opportunities.

Direct report

- This role will report to the Business Manager.

Contact and closing date for applications

For further information or a confidential chat please contact our Business Manager, Simone Hackett, on 0400 830 395.

Interested candidates are invited to submit their resume and a cover letter outlining their experience and / or qualifications and interest in the position to simone.hackett@tasmanianleaders.org.au.

Please include 'Administrative Assistant Application' in the subject line.

Closing date for applications is **5.00 pm Monday 21 November 2023**.

Join our team and make an impact to Tasmania's economic, social and environmental well-being.