

Position description

Function Details

Function Title:	EA to the CEO/Team Assistant
Organisation:	MDC Foundation Limited ("MDCF")
Work Location:	Level 23, 150 Lonsdale Street, Melbourne, VIC 3000
Total FTE:	1 FTE
Position Reports To:	CEO
Direct Reports:	Nil

Function Purpose

The primary purpose of this function is to provide administration support to the CEO and the Board, and a range of other functions of the organisation including office management, general administration, HR support and stakeholder support.

Key Accountabilities

CEO & Board Support

- Coordinate dates, venues, catering, travel and other logistics for CEO and Board
- Organise diary and travel arrangements for the CEO and Chair
- Assist the CEO/Executive with the preparation of reports and board papers
- Coordinate the submission and distribution of agendas, reports and other documents for Board and CEO meetings
- Attend and minute Board meetings
- Follow up action items post Board meetings
- Assist the CEO/Executive with the preparation of operations tenders and contracts
- Assist the CEO/Executive with the preparation of policies, induction kits and team development

Office Management

- Liaise with co-tenants (AIST/ACSI/WIS) on office matters; keeping informed on information that impacts MDCF with regards to the office and all staff
- Liaise with IT Service Provider on IT issues
- Liaise with Building Management to ensure that contracted services are delivered in a timely and effective way
- Liaise with shared reception resource on MDCF related tasks
- Ensure office supplies are kept in stock including ordering stationery and organising printer toner, etc.
- Ensure incoming and outgoing mail is organised.

Position description

General administration and HR support

- Organising the induction process for new staff including overseeing IT set up, induction checklist, office walk around, passes and meetings
- Arranging social events for the office e.g. Pink Ribbon breakfast including finding and booking venues, entertainment, guests, catering, birthdays/cakes, Christmas function etc.
- Organising internal acknowledgements e.g. trophies/gifts
- Organising staff meetings, strategy meetings and staff training days
- Utilise all MDC systems, platforms and project management tools such as Sales Force and EverydayHero to be able to support the CEO with reports and / or information.

Stakeholder Support

- Provide support and build relationship with key champions of the MDC by liaising with MDCF Directors and key stakeholders in their endeavours to raise funds and coordinate teams for events
- Assist these key stakeholders with general enquiries (via phone and email)
- Manage MDCF's database, such as key contacts lists and invite lists, to ensure all key stakeholders details are current.

Special projects

- When capacity permits, focus on one-off projects as required by the CEO.

Qualifications/ Experience

- Strong written and verbal communication skills with high attention to detail
- Excellent time management skills with the ability to prioritise and be proactive
- Be efficient at taking minutes, setting agendas and following up action items
- The ability to liaise effectively with a wide range of people
- Experience in similar administration roles
- Sound experience in the Microsoft suite of programs
- Be highly motivated and can work autonomously as well as in a small team environment
- The ability to work collaboratively with a close-knit team and have fun along the way
- Is passionate for and has an understanding of the Not-for-Profit ethos.

Key Competencies

- Planning & Organising
- Initiative
- Attention to detail
- Customer Service
- Analysis & Problem Solving
- Flexibility