

POSITION DESCRIPTION

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Business and Systems Administrator

Employment Type	Full Time Fixed Term Contract 1 – 2 years
Reporting To	TBA
Direct Reports	None
Remuneration	\$70-80k pro rata negotiable based on skills and experience
Location	Hybrid – Working from home with some state and interstate travel
Award	Clerks - Private Sector Award 2020 or Miscellaneous Award 2020 Level 3

POSITION SUMMARY

The primary purpose of this position is to support the team by being our systems subject matter expert, supporting the CEO directly by assisting with emails, meeting bookings, and report writing, and working as part of the event team to deliver our extensive event program

PRIORITY FUNCTIONS

Systems

- Act as the first point of contact and our Subject Management Expert (SME) for our Membership Management System, currently Mitton
- Act as the support person for our Business Administration Coordinator in relation to all accounts payable, account receivable, and payroll activities as required via our Financial Management System, currently Xero
- If required, support the team with our Event Management System, currently EventsAir

Special Projects

- Develop a project plan that is approved by the CEO to transition to a new membership model. This will include a membership communications plan, key milestone and delivery dates, and then the issuing of the 2026 membership under the new Board approved membership model

Administration

- Manage the membership renewal process, enquiries, and new memberships, while enhancing our member data and exploring new membership opportunities
- Provide our CEO with support by assisting with emails, meeting bookings, travel arrangements, and management reports
- Scheduling and run meetings, including agenda's, action lists, and meeting minutes for any of our Groups, Networks, and/or Advisory Committees

Events

- Support our Event Program consisting of Conferences, Interest and Charity Days



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KEY STAKEHOLDERS

Internal Stakeholders:

- CEO
- Business Administration Coordinator
- Manager - Sponsors, Members and Exhibitor Support
- Manager - Event & Operations
- Marketing & Local Events Lead
- Administration & Event Support
- Casual Staff / Volunteers
- Advisory Committee members

External Stakeholders:

- Individual members
- Corporate members
- Potential members
- Industry organisations
- Government agencies
- Regulating bodies
- Event venues, staff & contractors

SPECIFIC REQUIREMENTS

The diverse nature of the Business and Systems Administrator position requires the following specific skills and commitments:

- Self-Starter
- Self-Motivated
- Team Player
- Multitasker
- Outcome Driven
- Results Focused
- Planning and Prioritisation skills
- Good Communication
- Out of the box thinker
- Somebody who is willing to learn
- Have the ability for some State and Interstate Travel
- Time Management skills
- Positive Attitude



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EXPECTED OUTCOMES

- Task are completed on time and updates are provided along the way
- A focus on the delivery of the 12-month Individual Key Performance Indicators (KPI's)
- Positive feedback from key internal and external stakeholders
- Smooth transition to our new membership model
- Out of the box thinking in relation to more efficient ways of doing business

QUALIFICATIONS

- Evidence of computer-based system qualifications e.g. Microsoft, Xero, Membership Management Systems,
- Tertiary qualifications would be advantageous but are not essential

DESIRABLE

- Qualifications in I.T systems, administration, planning, or the equivalent experience.
- Association or Not for Profit experience
- Tertiary qualifications would be advantageous but are not essential.

DEVELOPMENT OPPORTUNITIES

- Option to travel interstate and deliver Interest or Charity Events on behalf of WIOA
- Opportunity to assume Higher Duties responsibilities
- Training

What does the successful candidate look like?

- We are looking for an energetic, enthusiastic individual, with great work ethics and strong morals, to help us deliver the next evolution of WIOA
- You will need strong time management skills, self-motivated and results driven
- You must be able to prioritise your workload
- Have a willing to learn new systems and be our subject matter expert
- You will need a driver's licence and be able to commute to a main airport as some interstate travel will be required
- You can be located in any state within Australia but will need to be an Australian citizen
- With your application, we need to understand your experience and history relative to this position
- We don't need to know your age, sex, as we are an inclusive employer, and this does not relate to the criteria above.
- You will predominately work from home when travel is not required, and we can offer a flexible workplace to provide the flexibility around your home commitments.