

Administrative and Office Assistant

Schedule 1 - Position Description

The AUJS Administrative and Office Assistant is a pivotal role in ensuring the smooth operation of AUJS' daily activities. This position is responsible for overseeing office management, providing administrative support to key staff and student leaders, and assisting with communication, filing, and calendar management. The role also plays a key part in managing email correspondence and external communications, ensuring consistent and professional engagement with our stakeholders.

Key Responsibilities:

1. Office Assistant and Administrative Support

- Support the General Manager (GM) with the overall management of the office and its culture.
- Manage the AUJS filing system, ensuring all files and documents are organised, accessible, and maintained through Google Drive.
- Assist in the creation and dissemination of internal and external communications, including newsletters, event invitations, and general correspondence with students, donors, and community partners.
- Take charge of office administration duties, including supplies management and vendor communications.

2. Calendar and Correspondence Management

- Oversee and manage calendars for key AUJS staff and leadership, ensuring appointments, meetings, and events are organised and up to date.
- Provide logistical support for AUJS events, assisting with bookings, arrangements, communication and task management.
- Support student leaders and AUJS staff in managing correspondence, particularly via email, and ensure timely responses to community queries and requests.

3. Communication and Engagement

- Enhance the efficiency and effectiveness of communications across the organisation.
- Develop, manage, and regularly send out email marketing (EDMs) to students, donors, and community members, ensuring they align with AUJS brand and engagement goals.
- Assist AUJS staff and student leaders with community engagement, ensuring key stakeholders receive timely updates and information regarding programs and events.
- Manage contact lists and ensure data is up to date for smooth communication across different segments of the AUJS community.

Key Expectations:

- Collaborate with the AUJS Union Executive, professional staff, and report to the General Manager (GM) and the AUJS Ltd Board.
- Operate primarily from the AUJS office in Sydney, unless otherwise stipulated.
- Be proactive in identifying and improving administrative systems and office efficiency.
- Provide consistent and professional communication to internal and external stakeholders, ensuring high standards of engagement.

Desired Qualifications and Skills:

- Experience in office administration, office management, or related fields.
- Strong organisational and communication skills.
- Proficiency in managing digital tools such as Google Drive, email marketing platforms, and calendars.
- Ability to multitask and prioritise effectively in a dynamic environment.
- Experience working in a community organisation, especially within the student or non-profit sector, is a bonus.

Please send your CV to: recruitment@aujs.com.au

