

Office Assistant

Object: Australian Centre for Craft and Design

Salary: \$32,700 package
Status: Full-time 12 month contract position
Start Date: January 2009
Applications close: 5th December 2008

Interested in the world of creativity, innovation and design? Looking for your first position in a creative organisation? Well, here is your opportunity to make an impact with a cutting edge organisation.

As an agile organisation, Object believes that creative innovation occurs most successfully through exploring the unexplored, by breaking down the silos that exist in creative disciplines and shining a spotlight on the spaces in between. Our visionary exhibitions, education programs, publications and retail activities nurture bold ambitions and play host to the best of Australian craft and design.

We pride ourselves on developing creative communications, clever audience engagement strategies and innovative methods of marketing. We are looking for someone special for the role of Office Assistant to be the first point of contact for our network of artists, supporters and community.

The Office Assistant is an entry level position in the organisation and is important in providing support to all areas of the company. This is an excellent opportunity to learn about working as part of a small team, in a creative and busy office environment, where you will be a vital part of our activities.

Areas of responsibility include greeting visitors, handling phone enquiries, organising the post, and assisting in opening night event organisation. The Office Assistant is also involved in promoting our exhibitions to our audiences through mail outs, e-newsletters, and the website.

The successful applicant will have good PC skills and experience in using Microsoft Office. They will have the ability to work unsupervised with attention to detail, and be motivated, well-presented, customer service oriented and energetic. The applicant should also have a sound knowledge of and interest in contemporary craft and design.

Refer to the full Role Statement for the Office Assistant on our website, at www.object.com.au choose visit and then refer to the news section.

APPLICATIONS AND INQUIRIES

Applicants must address the Role Statement and include a full resume.

Please direct all applications and enquiries to Laura Brandon at l.brandon@object.com.au or phone 02 9361 4555.

Position title: Office Assistant	Reports to: Office Manager	Authorisation date: 17 Novmeber2008
Roles reporting to this one: Nil		
Position purpose/Primary objectives <ul style="list-style-type: none"> • Provide administrative support to the organisation • Provide communications (marketing) assistance to the organisation • Assist in the establishment and improvement of the systems within the organisation 		
Key challenges: (what makes the role difficult, unique) <ul style="list-style-type: none"> • As our first point of contact the role needs to maintain a polite, helpful disposition at all times • Prioritise the demands of the position • Managing competing needs from different areas • Ensure that during deadlines and projects, regular tasks are maintained 		
Freedom to act: <ul style="list-style-type: none"> • Daily work will be determined in consultation with the Office Manager • Responsibility for completing assigned tasks effectively and efficiently, and seeking advice when needed 	Competency requirements: (knowledge, skills and experience) <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Attention to detail • Ability to work in a small close-knit team • An interest in arts and culture in Australia • Ability to work independently and problem-solve • Good computer skills (Word, Excel, Access) • Basic website skills 	
Key Position dimensions: Work closely with the staff throughout the organisation, under the guidance of the Office Manager		
Key relationships and contacts: <ul style="list-style-type: none"> • The position will have reception desk duties including incoming calls, deliveries and general inquiries • The position will be the main contact for service providers in the marketing area (e-marketing companies, printers) 		

Key result area	Office Assistant – key accountabilities Major activities
Administration	<ul style="list-style-type: none"> • Primary contact for visitors and suppliers to Object office • Responsible for general reception of phone calls, and general enquiries • Collection and distribution of company mail, ensuring confidentiality of important documents • Administration support of Object team • Management of supply and security of petty cash • Monitor and order stationery for Object office, kitchen needs and gallery • Ensure main office and kitchen is tidy and presentable at all times
Communication	<ul style="list-style-type: none"> • Administer and ensure integrity of all e-flier, e-marketing, media and general marketing lists • Manage the delivery of all e-marketing tools – e-flier, media releases, public programs emails, education emails • Manage distribution of physical marketing materials • Assist Communications Manager with basic website updating • Manage and implement mail-outs and large communications in accordance with specified timelines
Object Events	<ul style="list-style-type: none"> • Logistics and administration of opening night events
Team member	<ul style="list-style-type: none"> • Approach tasks with enthusiasm and operate as a team player • Work under the guidance of the Office Manager with agreed work plan • Ensure systems and procedures are maintained so that work can be continued even when absent