



Administration Officer

Camberwell – Full time or Part Time (Flexible)

WORKING WITH RMCG

RMCG is a thriving environmental and agricultural consultancy business with nearly 50 professional staffing across offices in Bendigo, Melbourne, Torquay, Tasmania and New South Wales.

RMCG consults on a range of environmental, social and agricultural issues. We are a dynamic team with skills in community development, natural resource management, economics, social research, recycled water and waste management, integrated water management, strategic planning, agribusiness.

RMCG is a great place to work. We offer stimulating and satisfying work, career progression, flexible working arrangements and a friendly, supportive working environment. We are committed to achieving a diverse team and strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and people with disabilities.

WHAT WE ARE LOOKING FOR

RMCG is looking for a highly capable Administration Officer to work within the Business Support Team to provide cross-business support and administrative assistance to the business. You will need to have attention to detail, good communication skills and be self-motivated, yet team focussed.

The position is being offered as full time or part time (preferably over four days, however this is negotiable).

QUALIFICATION REQUIREMENTS

A relevant qualification and/or administration work experience is required.

PRIMARY FUNCTIONS OF THE POSITION

The primary functions of the position are to:

- Work within the Business Support Team to provide cross-business support and administrative assistance to the business
- Operating in a team environment to collectively contribute to the business functioning effectively and efficiently

DUTIES

Administration

- Working with the other Business Support Team members to allocate daily tasks
- Completing day-to-day administrative tasks as required such as scanning, copying, emailing, filing and receiving correspondence
- Reception duties including welcoming guests and answering calls from internal employees and external clients

- Sorting, recording, posting and circulation of daily mail
- Ordering stationery and kitchen supplies
- Keeping the office, boardroom and kitchen tidy and organise cleaning services
- Assisting with printer/photocopier maintenance
- Contributing to the successful operation of Accelo (project management system)
- Undertake other business related tasks as requested

Consultant support

- Assist consultants with document preparation, proofreading and editing, format and layout of reports which is consistent with RMCG's style guidelines
- Providing advanced word and excel assistance
- Assisting with the preparation of presentations using Powerpoint
- Assisting with the design and development of marketing materials (i.e. brochures, capability statements, flyers, invitations) that are consistent with branding guidelines
- Organising travel and accommodation for staff
- Arranging meetings, preparing correspondence and managing diaries
- Organising professional development registrations
- Archiving completed projects on a regular basis

OTHER DUTIES

- Maintain a general understanding of the Quality Management System and carry out duties and responsibilities in accordance with relevant quality management processes and procedures
- Contribute ideas and abilities to further business development of RMCG
- Contribute to the maintenance of a harmonious and pleasant working environment

ADDITIONAL INFORMATION

- We place a strong emphasis on achieving a balance between work and the rest of life and we can offer a flexible approach to work management.
- We offer exceptional conditions including lunches, paid parental leave, income protection insurance and staff profit share.

SALARY PACKAGE

The remuneration package for the position will be negotiated with the preferred applicant, but the package (including super) will be in the range of \$52,700 to \$65,700.

APPLICATIONS

To be considered for this role, applicants **must** provide the following:

- A cover letter that clearly sets out how your qualifications and/or personal skills and experience meet our selection criteria
- A CV (no more than 3 pages) listing qualifications, previous experience and the names of two referees.

CLOSING DATE

Friday 24th May 2019

ENQUIRIES

Enquiries are welcome and are to be directed to:
Mandy McIntosh
 Business Manager
 (03) 5441 4821 / 0438 532 110

APPLICATIONS

Applications should be sent to:
mandym@rmcg.com.au