

# Administration Officer

<b>Basis of employment:</b>	Part time (approximately 24 hours per week over 4 days – hours/days negotiable)
<b>Work area:</b>	Business Support Team
<b>Reporting to:</b>	Operations Manager (Victorian based)
<b>Location:</b>	Launceston, Tasmania
<b>Remuneration:</b>	\$39,000 PTE (\$65,000 FTE) including superannuation
<b>Closing date:</b>	Wednesday 10 <sup>th</sup> May 2023
<b>Position reference:</b>	ADMINTAS2023

## ABOUT RMCG

RMCG is a thriving multidisciplinary consultancy business with over 70 staff across Victoria, Tasmania and NSW. We consult on a wide range of environmental, agricultural and community issues including resource recovery, integrated water management, sustainable agriculture, regional development and land use planning. Our dynamic team has skills in economics, social research, science, engineering, agribusiness, management, planning, strategy, communications and engagement.

Culturally, RMCG is highly progressive, innovative and inclusive. You'll be working with friendly, intelligent, principled people who are great at what they do. We look after each other and care about the communities we work in.

RMCG is a great place to work. We offer stimulating and satisfying work, flexible working arrangements and a friendly, supportive working environment.

## WHAT WE ARE LOOKING FOR

RMCG is looking for a highly capable Administration Officer to join our team. The position is based in Launceston and will provide support to our Tasmanian consulting team (Launceston, Hobart and Penguin). The position will be part of RMCG's broader Business Support Team (BST), all of whom are based in Victoria. Given the position is remote from the broader team, we require a self-sufficient and proactive team member.

The general requirements of the position are to:

- Work within the BST to provide cross-business support and administrative assistance to the business
- Provide local administrative support to RMCG's Tasmanian team
- Operate in a team environment to collectively contribute to the business functioning effectively and efficiently

Key attributes are:

- Experienced and highly proficient in the Microsoft Office suite
- High attention to detail
- Excellent communication and organisational skills and able to show initiative
- Self-motivated, yet team focused
- Being able to prioritise and manage a range of tasks in a busy environment

- Friendly, positive and enthusiastic can do attitude

## **PRIMARY FUNCTIONS OF THE POSITION**

The position will work within the BST to undertake the following specific tasks:

### **Consultant support**

- Assist consultants with document preparation, proofreading and editing, format and layout of reports that is consistent with RMCG's style guidelines
- Providing advanced word and excel assistance and 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, appointments and catering
- Organising professional development registrations
- Archiving completed projects on a regular basis.

### **Administration**

- Keeping the local office clean and tidy and manage cleaning services
- 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 external clients
- Sorting, recording, posting and circulation of daily mail
- Ordering stationery, office equipment and kitchen (and other) supplies
- Understanding and contributing to the successful operation of RMCG's project management and reporting systems, Accelo and PowerBI
- Undertake other business related tasks as requested.

## **QUALIFICATION REQUIREMENTS**

A relevant qualification in Business Administration and/or 3-5 years of relevant work experience is required.

## **SALARY AND CONDITIONS**

The remuneration package for the position will be negotiated with the preferred applicant, however will be in the order of \$65,000 (FTE) inclusive of superannuation.

Given the position supports Tasmanian staff in various locations, some travel will be required between locations.

Our company culture is really important to us. We are friendly, supportive and enjoy coming to work. Our culture is supported by exceptional conditions including weekly lunch provided, paid parental leave, income protection insurance and staff profit share. We value work/life balance and we offer a highly flexible approach to work management.

## APPLICATIONS

To be considered for this position, your application **must** include the following:

- A succinct summary (in letter format or a separate document) highlighting why we should employ you – taking into consideration '*what we are looking for*' and the '*primary functions of the position*'.
- A CV (no more than 2 pages) listing qualifications, previous experience and the names of two referees.

## ENQUIRIES

Enquiries are welcome and are to be directed to:

*Mandy McIntosh, Operations Manager  
0438 532 110*

## APPLICATIONS

Applications should be sent to Leah McMahon, HR Co-ordinator at:  
*recruitment@rmcg.com.au*