



OFFICE MANAGER

ABOUT ABV AND WHAT WE DO

Australian Business Volunteers (ABV) is a team of several hundred Skilled Business Professionals (SBPs) enabled by a small salaried team. Together we source opportunities throughout Asia Pacific and in Australia to work in partnership with corporates and deliver impactful corporate social responsibility programs. We guarantee sustainable outcomes for communities, through strengthening small businesses and not for profits, leading to poverty alleviation.

[Organisation - Australian Business Volunteers \(abv.org.au\)](http://abv.org.au)

[Australian Business Volunteers \(ABV\): Overview | LinkedIn](#)



ABOUT THE ROLE

The Office Manager will support all areas of ABV including administrative and human resource delivery and the management of the Sydney office. The Office Manager role is a full-time position and supports our team in the office and also is a key liaison with our external clientele.

KEY RESPONSIBILITIES

The Office Manager is responsible for:

- General Office support, maintaining office supplies and overall functioning of the office environment.
- Manager relationships with vendors, service providers and landlord
- Human resource administration and recruitment support
- Meeting scheduling and project support
- IT Support and liaison with IT provider
- Database and record management
- Function and event organisation
- Manage clientele enquires
- Maintain all software, hardware, licences, subscriptions and renewal dates.

ABOUT YOU

To be successful in the role you would bring the following skills to the team:

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and critical thinking skills
- Excellent written and verbal communication skills
- Strong organisational and planning skills
- Creative and analytical thinker with strong critical thinking skills, ability to meet deadlines and project management skills
- Computer skills and knowledge of office software packages
 - Proficient in MS Office, SharePoint, Windows Explorer, MS Project, Adobe PDF, and Salesforce, EnableHR(Desirable)
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles

Desired requirements

- Experience with the Not-for-Profit industry.
- Knowledge of office management responsibilities, systems, and procedures

ADDITIONAL INFORMATION

Position Requirements

- National Police Certificate
- Working with Children Check
- Covid-19 vaccination

At ABV we are committed to providing a safe environment for our team members and the communities in which we operate. You will need to be vaccinated against COVID-19 before joining the team, unless you're medically exempt, and provide evidence of such if required. Thanks for understanding.

Role details

This position is a New South Wales based role, with ability to work remotely from home and on occasion from Sydney-based office.

Salary range \$65,000 - \$78,000

BENEFITS ASSOCIATED WITH THIS POSITION

All employment packages include exempt fringe benefits (PBI) up to \$15,900 per annum.

Employee
Assistance Program

Study Leave

Access to training
and professional
development
opportunities

Family Friendly
work environment

HOW TO APPLY?

To apply please provide a cover letter addressing the criteria along with an up-to-date CV by clicking the link below. **(Add link to Seek Advert)**

Applications close: 22 March 2023

Please contact staffrecruitment@abv.org.au for a copy of the position description.

Connect with ABV and find out more about what we do.



[Australian Business Volunteers | Sydney NSW | Facebook](#)



<https://www.youtube.com/watch?v=hzAlUra3-HI>

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