

Office Manager – Kalimna



Position Description




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| Reporting Corporate Services General Manager | Location Kalimna | Hours Full time | Contract Ongoing | Reports 2 | Job Level Manager |
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People of Aboriginal or Torres Strait Islander heritage are encouraged to apply.

Role Purpose

To manage the day-to-day operations of the Kalimna office by providing a welcoming and open environment that also supports the Corporate Services deliverables, enabling successful business functions. The Office Manager will be responsible for developing intra-office communication protocols, facility management, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

The Role

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|  <p>Lead the day-to-day objectives of the Kalimna site ensuring the office is operational during business hours.</p> |  <p>Develop and maintain relationships of mutual respect with staff, Community, stakeholders, and suppliers.</p> |
|  <p>Supervision and management of reception staff and services.</p> |  <p>Ensure the smooth running of the office and help to improve procedures and day-to-day operation.</p> |
|  <p>Provide customer services function including management of front of house, services and retail operations.</p> |  <p>Be solution-focused and promote supportive and inclusive work environment, willing to go above and beyond to assist customers, community, and colleagues.</p> |

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Always demonstrate GLaWAC values.
- Requirement for 3 x Covid-19 vaccinations.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Commitment to your work and team.
- Commitment to complete mandatory training.
- Other duties as required.

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Essential Skills/Experience

- High level communication and people skills.
- High level computer literacy in the MS Office suite.
- Well-developed time management, planning and priority setting skills.
- An ability to work independently with minimal supervision.
- An ability to problem solve and display initiative.
- Active listening skills and the ability to deal appropriately with sensitive information ensuring confidentiality and privacy are maintained.

Desirable Skills/Experience

- Sound knowledge of office administration and procedures.
- Well-developed verbal and written communication skills.
- An ability to work both independently and as part of a team.

Core Leadership Capabilities

1. Cohesive – have each other's backs
2. Cultural – have the REAL conversations
3. Courageous – Be respectful and safe
4. Persistent – Be committed to the purpose and lead by example