

Office Manager – Kalimna



Position Description

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

 <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>Supervise and manage 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 functions including management of front of house, services and retail operations.</p>	 <p>Be solution-focused, promote a supportive and inclusive work environment, and be willing to go above and beyond to assist customers, community, and colleagues.</p>

Other Requirements

- Always demonstrate GLaWAC values.
- Undergo vaccinations where applicable.
- Hold a current Victorian Manual Driver's Licence.
- Undertake mandatory random Drug and Alcohol Testing (Policy Agreement).
- Hold a Working With Children Check and/or Police Check.
- Demonstrate commitment to your work and team.
- Complete mandatory training.
- Undertake other duties as required.
- Although we may offer a flexible work environment, the employer can direct you to work in the office.

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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 and 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