

# Administrative Assistant

## Independent Education Union of Australia - NSW/ACT Branch

- **Permanent, Part Time (3 days per week, including Fridays)**
- **Ultimo, NSW**

The Independent Education Union, NSW/ACT Branch is seeking to appoint a part-time Administrative Assistant to provide support to a team of Union Organisers. The successful applicant will work to support the team in the conduct of campaigns and will be required to adapt to changing priorities of work as they emerge.

## About the role

### THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO:

- Support a team of union organisers in their work
- Perform varied administrative duties
- Answer phones and take messages
- Organise meetings, including booking venues and arranging catering
- Book school visits and organise kits for school visits
- Make travel and accommodation bookings
- Relieve reception and switchboard duties
- Assist with meeting room set-up
- Photocopying, collating documents
- Other duties as directed

### SELECTION CRITERIA:

- Understanding of the principles underpinning the Union's work
- Successful experience in a similar administrative role
- Proficient in using Microsoft Word and Excel
- Strong verbal and written communication skills with members, employers, etc.
- Effective organisational and time management skills
- Demonstrate initiative
- Ability to manage multiple tasks
- Ability to exercise initiative, sound judgment and maintain confidentiality
- Attention to detail
- Ability to work in a team

### FURTHER DETAILS:

- 3 days per week, must include a Friday
- Some flexibility in the hours of work
- 14.5% superannuation rate
- Start date: As soon as possible.
- For inquiries regarding the role, please contact Joanna on 02 8202 8900.

The IEU is committed to building a diverse and inclusive workplace and we encourage people from diverse backgrounds, cultures and lived experiences to apply.