



Administration Officer

Basis of employment:	Part time (24 hours per week over 4 days – negotiable)
Work area:	Business Support Team
Reporting to:	Operations Manager (Victorian based)
Location:	Launceston, Tasmania
Remuneration:	\$36,000 PTE (\$60,000 FTE) including superannuation
Closing date:	Monday 9 th August 2021
Position reference:	ADMINTAS2021

ABOUT RMCG

RMCG is a thriving consultancy business with over 60 professional staff across Victoria, Tasmania, NSW and ACT. We consult on a range of community, environmental and agricultural issues. We are a dynamic team with skills in regional development, natural resource management, land use planning, economics, social research, recycled water and waste management, integrated water management, strategic planning and agriculture.

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:

- Work within the Business Support Team (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
- 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

Consultant support

- First point of contact for all new work enquiries and preparation of preliminary information for consultant consideration
- 'Media watch' for potential work opportunities

- 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

- 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
- Keeping the office, boardroom and kitchen tidy and manage cleaning services
- 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 administrative 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 \$60,000 (FTE) inclusive of superannuation.

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 lunches every day, 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, please send:

- 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 Mandy McIntosh at:

mandym@rmcg.com.au