



Position Description

Position title:	Admin Officer
Basis of employment:	Negotiable – Minimum 3 days per week (24 hours)
Location:	Bendigo, Victoria
Remuneration:	\$65,000 - \$70,000 FTE (including superannuation)
Closing date:	Monday 5 th August 2024
Position reference:	ADMINBGO2024

ABOUT RMCG

Who we are

RMCG is a multi-disciplinary consultancy specialising in environment, agriculture and communities. We apply our expertise and insight to drive sustainable resource use.

We provide policy, planning and technical consulting services to government agencies, water authorities, institutions and private sector clients, to ensure a healthy future for the environment, industry and communities by helping them to plan and implement change.

RMCG is one of Australia's strongest regionally focussed consulting groups and we have achieved this position through a commitment to the sustainable development of rural industries and communities.

Our purpose

RMCG creates change for our clients and ourselves whilst having a positive impact on society and the environment.

We are a for-profit company that is committed to using our business as a force for good. We are dedicated to using our resources and influence to create positive social and environmental impact, not just financial success. We are a Certified Benefit Corporation (B Corp) and part of a global community of businesses that meet high standards of social and environmental impact. As a B Corp, we're counted among businesses that are leading a global movement for an inclusive, equitable, and regenerative economy.

Why join our team?

RMCG has over 80 staff across Victoria, Tasmania and NSW. Our dynamic team has skills in economics, social research, science, engineering, agribusiness, natural resource management, strategic planning, cultural heritage and archaeology, communications and engagement.

Culturally, RMCG is highly progressive, innovative and inclusive. You'll be working with friendly, intelligent, principled people who are great at what they do. We look after each other and care about the communities we work in. The word Group in our name is important. We put a great deal of effort into coming together to learn, to develop, to influence our sectors and to share the results and rewards of our work. Flexibility is also part of our business; we encourage our staff to take leadership in balancing the needs of their role with their other life commitments while also delivering for our clients and the business.

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 Bendigo team
- Operate in a team environment to collectively contribute to the business functioning effectively and efficiently.

Key proficiencies required are:

- Experienced and highly proficient in the Microsoft Office suite
- Attention to detail
- Excellent communication and organisational skills
- Self-motivated, yet team-focused
- Being autonomous with simple decision-making and priority-setting
- Friendly, positive and enthusiastic "can do" attitude.

PRIMARY RESPONSIBILITIES OF THE POSITION

This role requires strong organisational skills, attention to detail, communication abilities, and the capacity to multitask effectively. It is part of a broader support team that plays a crucial role in ensuring smooth office operations and contributing to a positive work environment.

1. General office duties

- Manage the kitchen, office catering, and liaise with suppliers for office needs.
- Handle phone inquiries and ensure prompt responses or forwarding to appropriate personnel
- Welcome guests and manage reception responsibilities
- Organise and provide lunch supplies for staff daily, ensuring timely delivery and variety.
- Order stationery and other office supplies to maintain stock levels and meet operational needs
- Provide support to other business functions as required
- Organising events/milestones (birthdays, service anniversaries, end-of-year functions, Christmas, etc.).
- Maintain a high standard of office cleanliness and tidiness
- Coordinate cleaning services and ensure the office, boardroom, and kitchen are well-maintained

2. Support for consultants

- Assist consultants with document preparation, proofreading and editing, format and layout of proposals/reports/presentations to ensure consistency with RMCG's style guidelines
- Assisting with event coordination (internal and external)
- Organising travel, accommodation and car bookings for staff
- Arranging meetings, appointments and catering
- Organising professional development registrations
- Assist with general troubleshooting and support for business systems

QUALIFICATIONS AND EXPERIENCE:

- A relevant qualification in Business Administration, Office Management, or a related field is preferred but not mandatory.
- Proven experience in office management, administrative support, or related fields is preferred.

SALARY

The remuneration package for the position will be negotiated with the preferred applicant, however, will be in the range of \$65,000 - \$70,000 (FTE) inclusive of superannuation.

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*' as described above.
- 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 addressed to Mandy McIntosh and send via email to:
recruitment@rmcg.com.au