



## Position Description

### Travel and Administration Officer

**Reports to:**

- Operations Manager

**Direct reports:**

- None

**Award level:**

- SCHADS award level 3, depending on background & experience

**Special Provisions:**

- Ability to obtain and maintain NDIS Worker Screening clearance.
- Willingness to adhere to MJDF's and/or Government mandated vaccination policies and provide proof of compliance.

**Summary of the position:**

The Travel and Administration Officer is a member of the Operations team, a service-oriented team providing facilities- and administrative support across the MJD Foundation. The Travel and Administration Officer is responsible for travel management, event coordination, and general administrative support within the MJD Foundation.

**Key Responsibilities:**

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

- Manage booking of all travel and events including supporting the organisation with travel planning;
- Direct the external travel coordinator with regards to travel bookings;
- Support scheduling of service and repairs for vehicles and equipment;
- Support management of offices and staff accommodation;
- Support purchasing of goods and services including obtaining quotes and creating purchase orders;
- Provide a broad range of administrative duties including but not limited to the distribution of office supplies and equipment, undertaking receptionist duties, set up and allocation of workstations, scheduling regular maintenance and providing basic support for use of technology and facilities.

**Selection Criteria:**

- Completion of a relevant certificate with at least two years of subsequent relevant experience or a combination of relevant experience and education/training;
- Strong interpersonal and liaison skills with demonstrated ability to resolve matters professionally and effectively;

- High level of organisational skills with strong attention to detail and the ability to manage, prioritise and complete concurrent tasks and activities in a timely manner;
- Strong written and verbal communication skills, including the ability to prepare professional correspondence and documents for a broad audience;
- Travel planning experience;
- High competency with MS Office suite, web-based applications, video conferencing and audio-visual platforms and facilities, with the ability to troubleshoot and teach others how to use the facilities and software;
- A positive attitude and highly approachable personality with the ability to quickly build rapport with colleagues and other stakeholders from various backgrounds;
- A high level of initiative, sound problem-solving skills and judgement;
- The ability to interact effectively and culturally appropriate with people from diverse backgrounds.

**Desirable Criteria:**

- Experience understanding budgets/ financial reports
- Experience working in the Not-for-Profit sector
- Experience in remote service delivery