

Office Manager & Executive Assistant

Oaktree is one of Australia's largest youth-run organisations with over 180,000 supporters. We build capacity within the youth we engage with to lead, demand, and create a more just world by providing unique training and development opportunities. Furthermore, we are committed to building a workplace and community that encourages, supports and values diversity.

We are seeking an Office Manager/Executive Assistant to develop and lead an office culture strategy. The successful candidate will also work closely with our executive team, managing calendars and liaising with key stakeholders in the development sector and government.

Do you love colour-coding your calendar to optimise organization? Would you jump at the chance of perfectly aligning multiple busy schedules? Would you like to oversee our ongoing office culture strategy?

If you are highly organised and passionate about creating a fun and welcoming environment for all, this is the perfect role for you!

The successful candidate will:

- Develop and implement an office culture strategy;
- Work closely with the CEO to organise administrative activities;
- Manage day to day office activities, and coordinate suppliers;
- Assist with maintenance of organisational records;
- Diary management, travel arrangements, day to day running of the Oaktree office;
- Coordination of committees and document management (agenda's, minutes,

reports);

- Adhoc support to the Oaktree Executive team.

Who we're looking for:

- Passion for Oaktree's work;
- Demonstrated organisation, administrative and time management skills with the ability to effectively manage multiple tasks, deadlines, and projects; • Excellent customer service and interpersonal skills in managing sensitive information and maintaining discretion;
- Excellent oral and written communication skills;
- Proficiency in use of Microsoft Office applications and Google Suite; • High attention to detail;
- Experience in health or the Not-for-Profit sector.

We value will over skill, determination over degrees, and passion over years of experience. So go for it. Put your name forward!

What you will get out of it:

- Liaise with leaders in the not for profit sector;
- Upskilling in strategy design and implementation;
- Leading an awesome group of young people in their day to day work.

TIME COMMITMENT: 5-10 hours a week (flexible) | This role is voluntary

REPORTS TO: Thenu Herath | Chief Executive Officer (CEO) **FOR**

QUESTIONS: Thenu Herath | t.herath@theoaktree.org **CLOSING DATE:**

11:59PM Monday 14th June 2021

APPLY AT: <https://oaktreeorg.typeform.com/to/IWFbYHT3>