

CFMEU

MANUFACTURING

Administration Support Officer – CFMEU Manufacturing Division (Melbourne)

The CFMEU is a large national blue-collar union campaigning for a better life for Australian workers, their families and communities and proudly fighting for decent and safe jobs for CFMEU members.

We are looking for an experienced Administration Support Officer to provide high level administrative support to the Manufacturing Division Officials and Organisers. Reporting to the Administration Manager, our Admin Support Officer will have the ability to manage conflicting deadlines, work well under pressure, and stick to timeframes in a varied and fast-paced admin support role.

Your Duties will include:

- Responding to and following up general and area-specific enquiries from Members, internal staff members and external stakeholders
- General administration - including answering phone calls, calendar management, printing, correspondence, merchandise inventory & distribution;
- Manage travel arrangements & bookings for Officials and Organisers;
- Maintenance of files, records and vehicle and device registers;
- Co-ordinate meetings & training - including attendance, travel & accommodation, and preparation of meeting papers;
- Maintaining the functionality of the office; stationery supplies, mail, catering etc

Applicants will be assessed against the following Selection Criteria:

- High degree of organisation and attention to detail
- Initiative, self-sufficiency and flexibility
- Reliability and team orientation
- Ability to multi-task, plan for deadlines and deal with changing priorities/workloads
- Exceptional Customer Service skills including a professional phone manner & ability to deal with a diverse range of people
- Strong knowledge of Microsoft Office applications (Word, PowerPoint, Excel, and Outlook)

An understanding of, and/or commitment to, the principles of unionism will be highly regarded.

An attractive remuneration package, commensurate with relevant experience and competence, will be offered to the successful applicant.

How to **apply** for this job:

Applications should address the Selection Criteria and be submitted by email to Penny Gilmour at pgilmour@cfmeumd.org no later than **12 midnight on Sunday 12 January 2020.**