



POSITION DESCRIPTION

TITLE	Office Manager
JOB TYPE	Full time, 38 hours per week
LOCATION	BBF office, Hobart
COMMENCEMENT DATE	Jan 2022
STRUCTURE REPORTING	Reports to the CEO
CLASSIFICATION LEVEL/AWARD	SCHADS pay point 3.1
SALARY	\$34.04 per hour, \$67,263.04 per annum, plus super at 10.5%

KEY RESPONSIBILITIES

Financial systems

- Maintain accurate financial records for banking, receipting, expense claims, invoicing, membership fees, donations and proceeds from fundraising and campaign events.
- Manage online accounting systems using Quickbooks Online, Dext, Excel and other apps as required (eg Raisely, Stripe, PayPal, POS systems etc.)
- Operate a formal petty cash system.
- Manage banking of cash and cheques and provide receipts in a timely manner.
- Assist the Executive Assistant with the preparation of monthly, quarterly and annual financial reports.

General administrative duties

- Answer all incoming phone calls, directing calls to the relevant staff member.
- Greet guests and members of the public, respond to face-to-face inquiries, directing inquiries to the relevant staff member.
- Maintain files for foundation records and documents and manage email and paper-based correspondence.
- Manage incoming and outgoing postage
- Maintain supplies of office consumables including stationery, cleaning products and kitchen equipment.
- Managing bookings for use of the office facilities and fleet vehicle.
- Create and update office procedural systems as required.

- Organise catering and event set-up for meetings and other small office-based events.

Merchandise sales, stock take and gear inventory

- Monitor online sales and coordinate the packaging and postage of merchandise, with the assistance of office volunteers where possible.
- Maintain inventory of equipment and merchandise in the office and offsite storage facilities.
- Update and manage online store and prepare stock for stalls and events.
- Manage crowd funding data processing and reward fulfillment.

Maintenance and development of database

- Enter supporter details, donations and other financial details into the foundation's database.
- Provide basic supporter services including processing membership fees, supporter inquiries, change of address details, donations and refunds.

Volunteers

- Coordinate and manage volunteers to assist with a range of office-based tasks, and liaising with the campaign team to ensure volunteer capacity for campaign activities.

Other duties

- Assist the Executive Assistant, CEO, and Bob Brown as required.

KEY POSITION OUTCOMES

1. Maintain accurate and up to date financial records and systems
2. Ensure the efficient operation of the Hobart office and the administrative systems of the foundation.
3. Coordinate successful management of office volunteers.
4. Successfully oversee the ordering, stock control and distribution of merchandise.

SLECTION CRITERIA

- Commitment to the protection of the natural environment
- Demonstrated experience with all facets of office administration
- Strong accounts and finance skills, preferably with experience managing online accounting systems, including QuickBooks and Dext.
- Proven capacity to prioritise tasks and efficiently manage workloads.
- Ability to work independently and to manage a busy workload with minimal supervision.
- Experience with managing volunteers.