



The Association for Learning Environments is an international, non-profit membership organisation with the sole mission to improve the places where people learn.

The Australasian Region is a dynamic community of over 900 education and design professionals spread throughout South-east Asia, Australia, New Zealand and the South Pacific. The group advocate to improve the quality of learning spaces and the effectiveness of the teaching and learning that occurs within them. For more information see: <https://a4le.org.au/>

The regional office is based in Beechworth, VIC.

**POSITION SUMMARY: Administration Assistant/Clerk Level 3**

We are looking for a self-motivated, enthusiastic, reliable Administration Assistant to support the Administration Manager. You will be responsible for responding to internal and external enquires from all stakeholders across the organisation; uploading content to various communication channels (website; newsletter etc); and supporting the Administration Manager as required.

**Key Responsibilities**

- Respond to enquiries from internal and external stakeholders regarding membership, events, award and online sales – via email
- Database management; assist with reporting, merging duplicate records; follow up outstanding invoices for payment
- Accurate record keeping and documentation;
- Upload content to various communication channels
- Responsible for issuing Continuing Professional Development certificates following regional conference
- Assist Administration Manager to develop systems for improved work flow
- Assist with setting up online meetings/taking minutes when Admin Manager not available/on leave

**Selection Criteria**

**Essential**

- Experience working in office administrative and/or customer service role preferably for member-based organisation
- Strong written, communication skills
- Excellent organisational skills, attention to detail, and the ability to prioritise tasks
- Ability to work alone and yet be a team player
- Must be contactable by mobile phone and have good internet coverage if working from home

**Desirable**

- A high level of computer literacy with Microsoft 'Outlook' and 'Office' suites and communication software through a variety of electronic professional and social media
- Previous database experience

There will be a three-month probationary period.

<b>ROLE</b>	<b>Administration Assistant/Clerk</b>
<b>PAY RATE</b>	Negotiable
<b>EMPLOYMENT TYPE</b>	Permanent Part-time Level 3 position under the Clerks - Private Sector Award 2010.
<b>CURRENT OCCUPANT</b>	New role
<b>HOURS/DAYS</b>	3 hours per day, 4 days per week, initially Mon - Thurs
<b>OFFICE</b>	Work will initially take place at The Old Beechworth Gaol <a href="#">Breakout Coworking space</a> , with possibility to work from home further down the track. A laptop will be provided.
<b>HOW TO APPLY</b>	Please send CV and Cover Letter addressing the criteria above to:  <a href="#">Helen Murray</a>  <i>Administration Manager</i>  <i>Applications close on Friday 20 /09/2019</i>
<b>CONTACT FOR ENQUIRIES ONLY</b>	<i>Helen Murray</i>  <a href="mailto:admin@a4le.org.au">admin@a4le.org.au</a>