



OFFICE MANAGER - POSITION DESCRIPTION

Position title:	Office Manager
Employer:	Multicultural Council of the Northern Territory (MCNT)
Responsible To:	Executive Committee through the Policy and Program Director
Position Location:	MCNT Malak Shopping Centre Malak NT 0812

Primary Objective:

The primary objective of this position is to be the first point of contact for MCNT and manage the financial, human and physical resources of the MCNT organisation.

Key Responsibilities

- 1 As the initial point of contact for the office, provide helpful and cooperative assistance to enquiries from other organisations, ethnic community groups and the general public.
- 2 In conjunction with Project Officers, assist the Treasurer in monitoring income and expenditure within the approved budget.
- 3 Prepare and submit Business Activity Statements and other required reports.
- 4 Undertake administrative duties required for the effective running of the office including management of facilities, and information system.
- 5 Maintain records of members, finances, information and materials for the organisation and maintenance of an effective liaison with member organisations and individuals
- 6 Provide project and financial support to Project Officers and the Executive Committee
- 7 Coordinate the collection of information, compiling and production of the MCNT quarterly newsletter and annual report.

Selection Criteria

Essential

1. Demonstrated cultural competence to work with people from diverse cultural backgrounds
2. Demonstrated skills in dealing with significant workload and pressure
3. Proven experience in managing an office including records management, financial monitoring and control.
4. Proven ability to communicate effectively in the workplace, including the ability to negotiate and resolve conflict, together with well developed written communication skills to prepare routine correspondence and detailed reports.
5. Demonstrated experience with computer software applications, particularly MYOB MS Word, Excel or similar software
6. Proven ability to work independently maintaining own performance in a busy office and as a proactive member of a team to achieve workplace objectives.
7. Demonstrated personal attributes including strong attention to detail, initiative, and enthusiasm, ability to meet deadlines, a high level of confidentiality, discretion, integrity, flexibility and mature judgement.
8. Ability to work outside normal hours when required
9. Current driver's licence and transport

Desirable

1. Work experience within multicultural affairs and/or working with ethnic communities
2. Sound knowledge of budget and financial processes and record management