

Are you a hardworking and experienced administration assistant? Join this highly respected national organisation and give your career boost along!

Administration Assistant

- Trusted industry organisation in the security screens industry.
- Flexible schedule from Monday to Thursday.
- Solid career growth and development opportunities.

Our client

Is the peak national not-for-profit industry body in the building and construction/trades industry, backed by some of Australia's leading suppliers. This is a members focused Association, that delivers value to both members, consumers and the Australian market, they go out of our way to ensure long term sustainability for the industry and their members businesses.

What they offer

Believing that reward should always match effort, they are offering the right person with passion and enthusiasm the following:

- Competitive base salary
- Superannuation
- Strong career progression

Your Responsibility

This is a work from home arrangement that only requires 16 hrs. per week over three days, must include Friday). The role's primary purpose is to assist and reporting directly to the executive Officer while working together with the organisations Chair on industry initiatives. Key responsibilities will be:

- **Membership** - annual renewals, new applications, approval process, onboarding/offboarding, enquires and providing and keeping members up to date with association communication and resources.
- **Compliance Accreditation** - you will work with the Audit team to ensure member compliance. Develop systems and procedures, and coordination to ensure smooth delivery and administration of compliance accreditation.
- **CRM Management** - Maintain and drive the Association's member database and take it to the next level. Update Member profiles, general administration, and enhancements and troubleshooting for members.
- **General Administration** - Creating and generating reports as required. Assist the Chair and EO with any additional tasks that may arise.

What you will bring

This position would suit someone who:

- Has great initiative and works well autonomously.
- Excellent communication skills both written and orally.
- Confident with speaking to members, well developed professional customer service practices.
- Has an eye for detail.
- Ability to complete set tasks in a timely manner.
- Willingness to learn but also bring your ideas to the table for the benefit of our members. We want you to make this job your own!

You will have

- Experience working with IMIS or a similar CRM/website knowledge would be an an advantage by not essential.
- Strong project management skills, with a focus on meeting deadlines and completing set tasks in a timely manner.
- Excellent problem-solving skills.
- Ability to create and develop Member tools and resources.
- Confidence and ability to work independently and within a broader team.
- A 'can do' attitude.

Sound like you?

Then what are you waiting for? Hit the apply button to send a covering letter addressing the selection criteria and an up-to-date resume quoting reference No. KE 0313 or call David Esler on 0420 905 580 for a confidential discussion



• recruit for attitude •