

Office Administrator

Reporting to: CEO

Location: Beth Weizmann Community Centre, Caulfield

Purpose of the position

- Provide effective administrative support to Jewish Community Council of Victoria staff and board members.
- Facilitate a well-functioning office.

Responsibilities

Responsibility 1 – To manage the smooth functioning of the JCCV office

- Responding to incoming phone and email inquiries and preparing outgoing correspondence, as directed;
- Digital filing of all correspondence and sending requests for actions, as required;
- Maintaining JCCV records in CRM (Zoho) and bookkeeping software (Xero);
- Arranging and coordinating online and in-person meetings for staff and board;
- Liaising with building management, IT contractors and other support services etc.

Responsibility 2 – To provide administrative support for JCCV staff and board

- Coordinating documentation for JCCV meetings, including board meetings, plenums, AGM and other regular meetings;
- Taking minutes at JCCV meetings;
- Maintaining joint calendar for JCCV board.

- Providing administrative assistance, as required. For example, assistance to prepare a digital presentation or format documents to JCCV style guide.

Responsibility 3 – Assisting with JCCV events

- Assisting with smooth running of all JCCV events, including marketing, ticketing, set up and pack up.

Work experience and skills

Essential experience and skills

- Demonstrated experience with Microsoft Office or similar, Google suite or similar, cloud-based storage (such as One Drive or Dropbox) and confidence to learn how to use new IT apps and programs.
- Strong written and verbal English skills.
- Demonstrated experience working effectively in a small team environment.
- Ability to multitask and prioritise tasks effectively.
- Open to new ideas and willing to innovate, including use AI tools.

Desirable experience and skills

- Experience working in the Victorian Jewish community, including with other not-for-profits.
- Basic experience with bookkeeping software, such Xero.
- Basic experience maintaining a CRM, such as Zoho.

Relationships

This position will be trained and managed by the CEO. This position will work with all JCCV staff and board members.

Key Performance Indicators

- JCCV office is run smoothly and effectively.
- Office manager works collaboratively and helpfully with CEO, JCCV staff and JCCV board.
- JCCV has efficiently and accurately maintained files, CRM and finances.
- The JCCV has a friendly and helpful face and voice.