



JOB DESCRIPTION

OFFICE MANAGER

The Greens SA Office Manager is responsible for the smooth operation of the office and for supporting staff in a small and agile political organisation. The position involves day-to-day office management & the development of administrative policies and procedures. This is a hands-on role which requires professionalism, interpersonal skills, energy and attention to detail.

LOCATION: Greens SA Office, 7/291 Angas Street Adelaide

OVERSEEN BY: Coordinating Group (principal contact: State Co-convenors)

MAIN DUTIES & RESPONSIBILITIES

- Contribute to quality improvement activities, including the development and implementation of office policies and procedures
 - Manage staff in the Party Office, including performance development, training, and induction of new staff
 - Ensure correspondence, general members enquiries and complaints are referred and/or dealt with appropriately and promptly
 - Oversee and support customer service, human resource, payroll, financial management, accounting and Work Health Safety
 - Recruit and manage volunteers working in the Greens SA office
 - Monitor and maintain electronic and hardcopy record systems within the Party
 - Manage and participate in projects aimed at improving the administrative operations of the Party
 - Liaise with key party stakeholders on the overall operation of the party centre and any administrative initiatives
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SKILLS & EXPERIENCE

Qualifications

- Business administration and/or equivalent qualifications preferred but not essential

Experience

- Administration and office management
- Leading teams, and managing staff and volunteers
- Development and implementation of policy and procedures
- Handling complex, sensitive and confidential information
- Use of various computer systems such as Microsoft Office Suite and MYOB

Skills

- Proven ability to communicate and negotiate effectively and concisely with all levels of management, staff and internal/external personnel.
- Proven ability to lead, motivate and manage staff.
- Ability to persevere to achieve goals, stay calm under pressure and open to feedback
- Demonstrate a high degree of initiative, drive and ability to work without direct supervision.
- Ability to cope with competing demands, prioritise work and meet deadlines.
- Demonstrated ability as a strong team player and work as a member of a team.
- A commitment and dedication to quality customer service provision.