

Job description

Administration assistant

1. Summary

Motivation Australia is the Australian office of UK based registered charity Motivation UK. Motivation Australia has been registered since February 2007, and manages a portfolio of development programmes, focusing on countries in the Asia Pacific region, including remote and rural Australia. For information about current programmes, see the Motivation Australia website: www.motivation.org.au. In addition to our programme work, Motivation Australia is also involved in increasing awareness of the need for appropriate mobility equipment in less resourced settings in the Asia Pacific Region within Australian stakeholders, and developing a sound membership base.

The organisation currently has two staff members, Motivation's Asia Pacific Programme Director and an Administrative and Fund Raising Assistant. Additional human resource support is provided by Motivation UK staff as required. The Motivation Australia office is situated in the Aldinga Arts Eco Village.

Motivation Australia is looking for an enthusiastic individual with initiative and excellent organisational and administration skills, to join our small team on a contractual basis.

2. Duties

Assisting in a range of administration and accounting duties including:

- Maintain current accounting systems
- Managing flight bookings
- Maintain filing systems
- Handle general Motivation Australia enquiries

Supporting the development of Motivation Australia's membership through:

- Processing Motivation Australia membership applications
- Managing correspondence with Motivation Australia members
- Supporting Public Relations activities aimed at increasing Motivation Australia membership
- Managing the membership data base

Management of logistical activities related to Motivation Australia programme and fund raising activities – for example shipment of equipment or tools to programmes

3. Required skills and experience

Skills:

- Proven experience in using the Microsoft Package, in particular word, excel and outlook.
- High level of written English
- Book keeping and administration

Experience and attributes:

- Ability to problem solve
- High degree of flexibility
- Some experience of the developing country context would be an asset
- Experience with MYOB would be an asset, although not essential.

4. Terms of contract

Hours: 6 – 8 hours / week initially for a 3 month period to cover maternity leave.

Rate of pay: \$23.50 / per hour.

5. To apply:

Please send a resume with cover letter including 2 referees to: janetiggeman@motivation.org.au by 31st March 2010.