



**CENTRAL RANGES
LOCAL LEARNING & EMPLOYMENT NETWORK INC**

OFFICE ADMINISTRATION MANAGER

27.5 hours/wk – 30 hours/wk (prefer 5 days a week)

Applications are invited from suitably qualified people for the position of Administration Officer Manager with the Central Ranges Local Learning & Employment Network Inc (CRLLEN).

The CRLLEN encompasses the local government Shires of Macedon Ranges, Mitchell and Murrindindi located in the north central regional area of Victoria. The CRLLEN Office is in Kilmore.

We are seeking a highly motivated and competent person with a strong customer focus to provide quality administrative support to the CRLLEN. The successful applicant will be able to communicate effectively with:

- the CRLLEN Chief Executive Officer,
- the CRLLEN Board and staff
- a wide range of groups including education and training providers, youth services, community organisations, government and industry.

and will need excellent communication and time management skills, well developed administration skills and be a flexible team player.

A pro rata salary range of \$40,000 to \$45,000. The position is tied to LLEN funding which is currently confirmed until 31 December 2011, with a possible contract extension may be available to 2013 pending additional funding.

To apply:

Respond to the application and submission details listed in the position description located at [www.centralrangesllen.org.au]. If you require any further information please contact Boyd Maplestone at 0357 811 014 or by email on info@centralrangesllen.org.au Applicants must address the key selection criteria as specified in the position description.

Applications close at 5pm on 30th October 2009.

Position Description

Office Administration Manager

Background

The Central Ranges Local Learning and Employment Network Incorporated [ABN: 49 447 109 218] is seeking an Office Administration Manager to facilitate the operation of its office.

Due to recent staffing changes and the sudden loss of its offices and records in the Victorian Bushfires, there is an urgent need to establish an Office Administration Manager position. The CRLLEN has recently established a new office space in Kilmore and is seeking an enthusiastic Office Administration Manager to support the operations of the Chief Executive Office and Board.

Expected Outcomes:

- Executive support services for the Chief Executive Officer.
- Administrative assistance for all Committee of Management and related sub-committee meetings.
- Excellent customer service for all office, phone and email communications.
- Filing and support services related to CRLLEN messages will be updated and maintained to within a currency of 5 working days.
- Basic Financial Administration Management.
- Support team in related activities.

Key Selection Criteria:

Essential Skills & Experience

1. Excellent communication and organisation skills.
2. Ability to provide prompt and efficient executive support for Chief Executive Officer.
3. Ability to record, process and maintain organisation documents with attention to detail and accuracy.
4. Excellent planning and time management skills with an ability to manage competing priorities.
5. Demonstrated ability to work effectively in a small team environment and to work unsupervised when required.

Desirable Skills & Experience

- Knowledge and experience in education and vocational pathways.
- Knowledge and experience in working in any or all of the Shires of Macedon Ranges, Mitchell and Murrindindi.
- Experience in processing BAS statements, using MYOB or QuickBooks OR a willingness to learn.

Other relevant information

- The position supports the Chief Executive Officer and the CRLLEN Board, which covers the three Local Government Areas of the Macedon Ranges, Mitchell and Murrindindi Shires.
- The Central Ranges LLEN office is located in Kilmore.
- The Employment period is until 31 December 2011. [Contract extension subject to funding and probation]
- The Central Ranges LLEN is an Equal Opportunity Employer and maintains a smoke free environment.
- Confirmation of employment will require the successful candidate to undergo a police records check [Inc. working with children check]
- **Flexibility of hours can be negotiated with successful applicant.**

APPLICATION AND SUBMISSION DETAILS

Address your Application to:

Mr. Boyd Maplestone, Chief Executive Officer, Central Ranges LLEN Inc.

Application Guidelines.

1. Supply a current Curriculum Vitae [CV]
2. Supply a maximum of one [1] A-4 page addressing the key selection criteria
3. Supply the names and addresses of minimum two up to three professional referees
4. Submit applications using to info@centralrangesllen.org.au by no later than 5pm on Friday 30th October.

Remuneration package

- Salary Range between \$40,000 - \$45,000 pro rata [Negotiated with successful applicant]
- Superannuation 9%
- Annual Leave of 20 days accrued pro rata

Timeline: [Key Dates]

Applications close 5pm Friday 30th of October.

Shortlisted applicants will be notified within two working days for interview.

Please contact Boyd Maplestone on info@centralrangesllen.org.au or 03 5781 1014 if you have any queries regarding this position.

Boyd Maplestone
Chief Executive Officer

www.centralrangesllen.org.au | Phone 0357 811 014