

SYDNEY FESTIVAL – POSITION DESCRIPTION

ADMINISTRATION OFFICER 9-week / seasonal contract (25 Nov 2019 to 31 Jan 2020)
supporting incumbent Administration Officer with possibility of future engagement

REPORTS TO: Head of Finance and Administration

MANAGES: N/A

DUTIES:

Reception:

- Answer and direct incoming calls
- Greet reception visitors
- Book couriers
- Accept incoming deliveries and deliver to recipient
- Prepare daily outgoing mail for posting
- When necessary, take bulk mail to Post Office
- Sort and deliver incoming mail
- Receiving and responding to all general enquiries received by Sydney Festival email

Office Administration:

- Induct new staff including emergency procedures
- Keep Staff Contact List up-to-date
- Order stationery, office supplies and kitchen supplies as required
- Engage and liaise with landlord/suppliers/tradesmen on building maintenance issues as required
- Ensure dishwasher stacked and emptied
- Ensure Store & Utility rooms kept clean and tidy
- Ensure meeting rooms are kept clean and tidy
- Assist with meeting room bookings as required
- Set-up meeting rooms as directed including catering
- Resolve IT queries via QBT Helpdesk (external IT provider)
- Prepare QBT 'to-do' list and ensure items attended to on a timely basis
- Review Cabcharge and Uber accounts
- Manage services of outsourced cleaners
- Manage allocation of mobile phones and dongles to Production and Marketing staff, ensuring all are returned at the conclusion of the Festival
- Process RSVP lists and other data entry as required

Accounts:

- Review Supplier invoices
- New Vendor setup in procurement system
- Banking as required
- Ad-hoc filing/admin tasks
- Ad-hoc data entry, as required

Other Duties:

- Assist with door-list duty at hospitality functions as required
- Be available to assist Marketing and Development teams deliver collateral to Festival hubs
- Be available to **drive** Festival Director to events if/when required including after-hours and some late nights (company provided vehicle)
- Assist other departments with ad-hoc project delivery

SKILLS AND ATTRIBUTES:

- Must have a valid NSW drivers' licence
- Exceptionally well organised, having the ability to plan and prioritise work;
- Excellent customer service and communication skills;
- A 'can-do' attitude, initiative-taker and team player;
- Proficient in the use of Microsoft Office (including Word and Excel); and
- Able to perform well with minimal supervision, while dealing with competing demands.

TO APPLY

Applications for the position should include a CV (maximum two pages), contact details for two referees and a brief statement addressing the key responsibilities of the role.

Applications close at **5pm on Thu 31 October 2019** and should be emailed to applications@sydneyfestival.org.au