

# POSITION DESCRIPTION

## Office Manager Canberra

<b>Date:</b>	22 May 2023	<b>Line Manager:</b>	Executive General Manager People and Culture
<b>Title:</b>	Office Manager Canberra	<b>Direct Reports:</b>	Nil
<b>Team:</b>	People and Culture – Office Administration	<b>Status of Position:</b>	Permanent Full Time
<b>Location:</b>	Canberra, ACT	<b>Date Reviewed:</b>	20 June 2023

## 1 Position Summary

Reporting to the Executive General Manager People and Culture, the Manager Canberra is responsible for organising and coordinating office administration and providing high level support to the Executive General Managers. In this role you will achieve high quality outcomes with minimal supervision.

### 1.1 Key Responsibilities

- Greet visitors, manage meeting rooms, and organise refreshments for external visitors as required.
- Maintain an organised filing system of paper and electronic documents.
- Uphold a strict level of confidentiality.
- Work with the broader administration team to design and implement office policies by establishing standards, procedures, and other documentation as required.
- Oversee the management of all stationery and consumables, employee utilities and office equipment for the Canberra office.
- Ensure the office is tidy and clean at all times, including the kitchen area.
- Coordinate travel bookings across the organisation.
- Format documents as required in line with branding guidelines.
- Manage vendors, amenities, facilities, building contracts and daily requirements such as cleaners and trades for the Canberra office.
- Organise employee events and corporate functions as required.
- Manage the outsourced IT Provider and other office service providers as required for Canberra based employees.
- General administrative assistance for Senior Managers (email support, expense management, travel and movement management).
- Provide project management assistance for office projects as required.
- Ensure that all work is carried out in accordance with employee policies and standards.

## 1.2 General Responsibilities

<b>Health, safety, and environment</b>	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
<b>Administration</b>	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
<b>Reporting</b>	Ensure that issues and risks are escalated/reported to management in a timely manner.
<b>Financial</b>	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
<b>Stakeholders</b>	Maintain a professional relationship with all project Stakeholders.
<b>Company</b>	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

## 2 Skills and experience

### 2.1 Experience and knowledge

- At least 5 years of Office management / Executive Assistant experience.
- Proficient in the Microsoft Office suite of software.
- Demonstrated ability to handle sensitive information with discretion and confidentiality.
- Advanced knowledge and experience in MS Office and SharePoint.

### 2.2 Skills

- Ability to work autonomously with a high level of organisation and manage relationships remotely.
- Stakeholder management skills – for both internal and external stakeholders, and the ability to facilitate engagement across the business.
- High degree of professionalism and judgement with the ability to maintain a high level of confidentiality.
- High-level written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Strong attention to detail.
- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.
- Ability to work under pressure and multi-task.

### 2.3 Qualifications

- Tertiary qualifications in administration, project management or related field and/or appropriate experience to deliver the requirements of the role.

## 3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and

stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

**Squadron Energy is an EEO employer and we value diversity within our company.**