



POSITION DESCRIPTION

Office Logistics & Executive Assistant Co-ordinator

IJM Australia, (1FTE)

Who We Are

International Justice Mission (IJM) is the global leader in supporting governments to protect vulnerable people from violence. Our team of 1,200+ professionals are at work in 33 countries across the Asia Pacific, Africa, Europe, and the Americas. Together with government, corporate, civil society, community, and survivor leader partners, we are catalysing a global movement that will rescue millions, protect half a billion and make justice for people in poverty unstoppable.

International Justice Mission Australia, established in 2014, partners with IJM Global to deliver justice programs overseas and grow the movement of Australians seeking justice for the oppressed.

The Values

IJM is *Christian, Professional and Bridge Building*. Our Christian value manifests not only in our motivation but in our culture and work environment, including daily devotions, stillness, and prayer.

The Position

IJM Australia is in a rapid growth position with exciting goals for the next three years. A key part the *Office Logistics & Executive Assistant Co-ordinator* plays is to support our Chief Executive in their role along with providing administration support for our team and projects to ensure that our team achieves our strategic goals.

Reporting to the Lead, Project and Process Management, the *Office Logistics & Executive Assistant Co-ordinator* will:

- Manage and coordinate all office facilities, equipment, and administrative processes to empower staff and volunteers in their roles.
- Coordinate and administrate compliance with IJM office security and safety standards, working with the Lead, Project & Process Management on strategic risks or threats as they arise
- Act in a supporting role for the Project Management capability for the successful delivery of enterprise projects.
- Provide Executive Assistance to the CEO, with high quality administrative support and liaise with other IJM offices and partners, and to regularly assist in handling CEO's office correspondence, meetings requests, manage CEO's email and calendar.
- Provide some administration assistance to some functions as directed.

Skills, Experience and Attributes

To be successful in this position you will have:

1. A Certificate IV in Business or Administration, or a similar or higher qualification
2. 1-year minimum experience in an administrative role
3. Excellent communication skills with the ability to write professional email correspondence and have a genuine and confident phone manner
4. Have a strong capacity to follow, evaluate and improve processes
5. Ability to create and maintain accurate process documentation and efficient record-keeping systems
6. A keen attention to detail
7. Have administration and/or customer service skills
8. Proficiency in Microsoft Office suite and the knowledge or ability to quickly learn how to use cloud-based collaboration tools such as CRM, Teamwork etc.

You will also:

- Be self-motivated, responsive, and flexible in an environment with time pressures and multiple priorities.
- Be an organiser, you will love bringing order to things, have excellent time management skills and the ability to self-manage priorities and workload
- Have capacity to learn and problem solve quickly
- Have a positive attitude, self-aware and approachable in nature
- Embody IJM team behaviours in an exemplary manner, contributing to a positive, empowering, and dynamic workplace culture

What We Offer

- An inspiring professional environment. Your work makes a difference in the lives of the thousands of clients IJM is serving. You are part of a passionate global team of professionals – characterised by an atmosphere of personal involvement and determination to bring justice, transform communities, and end slavery
- Deepen your understanding of modern slavery and related issues
- Opportunity for spiritual formation
- Salary determined by our remuneration policy and years of qualified experiences

Interested?

Please send a one-page cover letter outlining your suitability for the position including your demonstrated commitment to IJM Australia's values as detailed above, along with your current CV to recruitment@ijm.org.au.

IJM Australia is interviewing and recruiting for this position as applications are received, so we encourage you to apply as soon as possible.



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INTERNATIONAL JUSTICE MISSION is a global organisation that protects people in poverty from violence.

Learn more: IJM.org.au

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