

<b>ABOUT THE ROLE</b>	
<b>POSITION TITLE</b>	Administrative Assistant
<b>TERMS OF ENGAGEMENT</b>	Fixed Contract-Temp 10 to 15hrs per month under flexible arrangements month to month to meet operational requirements from 1 December 2023 to 30 June 2024, with potential one-year rollover dependent on performance and available funding.
<b>REPORTS TO</b>	Chamber Management Committee
<b>CONTRACT RATE</b>	Hourly rate to be negotiated commensurate with qualifications and experience in the range of \$35 up to \$45 per hour.
<b>ABOUT THE ASSOCIATION</b>	
<p>The Eumundi Chamber of Commerce is a member-based non-profit incorporated association based in Eumundi servicing the 4562 postcode and surrounds. Since its inception in 1955, the chamber has remained steadfast in its mission to be a <i>“strong contributor to the local region’s economic growth”</i>. Progressively it has grown in membership and influence, attaining recognition as the <i>“combined voice of local businesses”</i> in the region.</p> <p>With a strong commitment to fostering economic growth and development, the chamber actively engages with businesses of all sizes and industry sectors, providing valuable resources, networking opportunities, and advocacy.</p> <p>This is accomplished by establishing strong relationships with business, tourism, and industry partners, facilitating connections and access to networking and marketing opportunities, along with regional support networks, programs, and services, and advocating for the interests of local businesses.</p> <p>Additionally, the Eumundi Chamber, with representation on the Board of Directors is actively involved in governance of the activities of the Eumundi Combined Community Organisation Ltd (ECCO), trading as Experience Eumundi.</p> <p>More information about Chamber activities is available at <a href="https://www.eumundichamber.com.au">https://www.eumundichamber.com.au</a></p>	
<b>SELECTION CRITERIA</b>	
<p>To fulfill the requirements of this role, applicants are required to address the following selection criteria.</p> <p><b>A. KNOWLEDGE, SKILLS &amp; ATTRIBUTES (KSA's)</b></p> <ol style="list-style-type: none"> <li>1. Excellent verbal, written, and interpersonal communication skills, enabling effective interaction and liaison with a diverse range of individuals, including local business owners/operators, industry groups, and government organisations.</li> <li>2. Highly proficient in organising and managing schedules, with a strong ability to prioritise tasks efficiently to meet multiple deadlines.</li> <li>3. Demonstrated customer-centric approach, self-motivated, adaptable, meticulous attention to detail, and a strong sense of accountability.</li> </ol>	

## **B. QUALIFICATIONS & EXPERIENCE**

### Essential

1. A minimum of three to five years business administration and/or executive assistant experience in a similar capacity in the private sector and/or community organisation.
2. Demonstrated ability to work efficiently, productively and independently from various locations, including a remote office in your own home.
3. Personal ownership of a laptop with current MS Office software licence; hardware or software solution for safeguarding data; plus printer, phone or mobile, and reliable Internet connection.
4. High-level of proficiency in MS Office Suite of software applications, and competency in Google Drive, Gmail, Outlook, Safari, Zoom, Teams, and Xero. Please note that access and training for cloud-based specialised Association software, event management systems, financial platforms, and CRM platforms will be provided.
5. Possess a high level of professional integrity and trustworthiness, with a reputation for honesty and dependability to handle confidential matters discreetly, ensuring the secure management of financial data, confidential documents, and sensitive conversations.
6. An Australian Business Number (ABN) and Professional Indemnity Insurance, or willingness to obtain.

### Desirable

1. Qualifications and/or demonstrated proficiency in business administration, bookkeeping and Xero as well as experience utilising digital design software packages and applications such as Canva, Adobe Illustrator, InDesign, Photoshop, and/or Lightroom.
2. Experience in building and/or updating website content and creating blogs using Wordpress.
3. Experience and expertise in using Mailchimp, and/or other equivalent marketing automation and email marketing platforms.
4. Familiarity with Association member services or business customer relationship management (CRM) platforms like ChamberMaster, Salesforce, and/or other equivalent software.

### **APPLICATION DEADLINE:**

To be considered, all applications are to be submitted to Louise Formosa, Secretary Eumundi Chamber of Commerce Inc by email to [secretary@eumundichamber.com.au](mailto:secretary@eumundichamber.com.au) marked "Confidential" by *COB 5pm Thursday November 23, 2023*.

While all applications will be acknowledged, only shortlisted candidates will be contacted for interview.

All enquiries about this role are to be directed to Cindy Suters, President Eumundi Chamber of Commerce by email to [vice.president@eumundichamber.com.au](mailto:vice.president@eumundichamber.com.au)