



Administration Officer Position

China Matters is a high-profile Australian public policy initiative that aims to advance sound policy, based on a realistic and nuanced discussion of China among Australian business, government and the security establishment. Please see our website: chinamatters.org.au

China Matters is seeking an experienced, full-time Administration Officer to:

- Provide administration assistance to the CEO and senior management;
- Organise travel of the China Matters team and supporter circle members to research meetings and conferences (for the most part within Australia);
- Prepare monthly accounting report
- Prepare emails, memos, letters, participants lists or background briefs to a high professional standard;
- Assist with event preparation;
- Assist in developing and maintaining filing systems and office procedures;
- Input expenses into the XERO accounting system;
- Assist with the maintenance of the China Matters website; and
- Assist in organising Board Meetings, Advisory Council Meetings and VIP dinners.

Key Selection Criteria:

- Proven experience as an administration assistant or experience in an EA role;
- The ability to work under pressure whilst remaining flexible, proactive, and efficient;
- Excellent written and oral communication skills in English, including the ability to conduct communication by phone in a professional manner;
- Excellent time management skills and the ability to prioritise work;
- Strong attention to detail; and
- A positive attitude and willingness to work flexibly in a small team.

Desirable:

- Experience in accounting;
- Experience in liaising with senior executives in business and/or government; and
- Social media experience, including general web page maintenance skills.

The successful candidate will live in the Greater Sydney area and must be eligible to work in Australia.

To apply: Please submit a one-page cover letter addressing the selection criteria and a resume of two pages to chinamatters@chinamatters.org.au. Use as your email subject title: Administration Officer.

Applications will be reviewed on a rolling basis. Only candidates short-listed for an interview will be contacted.

The successful applicant will be offered competitive remuneration in an 18-month contract (inclusive of a three-month probationary period). Expected commencement date: **February 2018.**