



China Matters seeks an Administration Officer

China Matters is an Australian public policy initiative recognised at the highest levels of policy-making as a one-of-a-kind undertaking, distinctive for its independence from government, business and academia, and focused exclusively on the rise of People's Republic of China (PRC) and how it matters to Australia.

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;
- Prepare monthly accounting report;
- Prepare emails, memos, letters and other correspondence 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;
- Impeccable attention to detail;
- Excellent time management skills and the ability to prioritise work; 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 and the opportunity to work in highly motivated and dynamic team. Preferred commencement date: **August 2018**.