



## Position Description

*Office Manager & Executive Assistant*

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### About the Role

The McKell Institute is seeking an Office Manager & Executive Assistant, based in its Sydney headquarters. Reporting directly to the CEO, the role would suit an enthusiastic early career professional with an interest in progressive public policy, politics, able to work independently and in a team environment.

Full time preferred, but part time arrangements considered for suitable candidates. WFH & flexible work arrangements available.

### About the Institute

The McKell Institute is a leading progressive public policy think tank. Headquartered in Sydney, the Institute has offices in Brisbane, Melbourne and Adelaide. It works closely with stakeholders in government, civil society, corporate Australia, and the trade union movement to advance practical, progressive public policy reforms. The McKell Institute has played critical role in major reforms in recent years, including the introduction of a minimum wage in horticulture, the rollout of community batteries and Free TAFE policies, and more. In addition to its comprehensive research and advocacy program, McKell hosts a suite of events throughout the year featuring speakers across Federal and State Governments, senior business figures, international dignitaries and other policy thought leaders. The Institute is a modest size non-profit with a small, dynamic team spread across four states.

### The Role

#### *Office Manager Functions*

- Serve as 'front-door' of the Institute, answering phones, responding to public inquiries, and email correspondence.
- Oversee basic office administration tasks including coordinating printing for major reports, banners and other signage; maintain and order office equipment and supplies as needed; liaising with building and facility managers; and other duties as directed by the CEO.
- Manage CRM database and other backend functions of the Institute.

#### *Executive Assistant Functions*

- Proactively oversee diary for the CEO.
- Oversee travel arrangements for the CEO, Board and Executives when required.
- Provide ad-hoc desktop research assistance to the CEO in advance of speeches, media appearances or other public events.
- Communicate with McKell Institute sponsors, members, partners and guests.
- Occasional travel for major interstate events may be required.



### *Event Support Functions*

- Perform general administrative tasks such as preparing invoices, speaker invitations, attendee lists, and run sheets as required.
- Prepare event collateral such as name tags and place cards for NSW based events.
- Assist with basic IT and AV support for in person, hybrid and digital events.
- Carry out venue/site inspections when required.

### **Essential Attributes**

- Full time availability.
  - 0.5-0.8 across four or five days would be considered.
- Some experience in office administration or project support.
- Detailed oriented with excellent organisational skills, and an ability to prioritise and manage multiple deadlines.
- High level communication skills, including the ability to write letters and emails using appropriate titles and other signifiers of high-grade business communication.
- Demonstrated problem solving and creative skills.
- Strong computer literacy across a range of systems and platforms including CRM software, Canva, Microsoft 365, social media platforms such as Instagram, Twitter, Facebook and LinkedIn, and Zoom, among others.
- Independent and self-motivated with an ability to show initiative, work autonomously and collaboratively, and be comfortable with ambiguity at times.

### **Desired Attributes**

- Interested and engaged in progressive causes.
- Passionate about public policy.
- Broadly familiar with Australia's current political system,
- An understanding and interest in event management and communications.
- Basic graphic design and copy-editing skills.

### **Equal Opportunity Employer**

The McKell Institute recognises that our work benefits greatly from the unique skills and expertise of individuals of diverse experiences and aims to create a culture that is respectful and inclusive. First Nations peoples, those from culturally and linguistically diverse backgrounds, people with disability and members of the LGBTQIA+ community are encouraged to apply.

### **Salary**

- \$75,000 pro rata + 11 per cent superannuation

For more information on the role, please contact Jesse Kartomi Thomas via [jesse@mckellinstitute.org.au](mailto:jesse@mckellinstitute.org.au)