

## **Assistant to Operations Manager & Events Administrator Position Description**

### **Purpose:**

This role will support the Operations Manager to ensure the smooth running of Queensland Theological College as well as the continued maintenance of the building. In addition, the role is responsible for planning and executing all events at QTC which build community, celebrate successes and promote the College to prospective students.

### **About the Role**

In both aspects of the role, you will be expected to be 'hands-on', i.e., carrying out simple as well as more complex tasks.

You will be:

- Assisting the Operations Manager in running and maintaining the QTC building and College.
- Assisting with general administration duties.
- Staffing Reception, including answering the phone and door.
- Ordering supplies, setting up morning tea, general cleaning and other ancillary tasks requested by the Operations Manager.
- Overseeing student volunteers.
- From time to time, liaising with tradespeople on behalf of the Operations Manager.
- Responsible for coordinating QTC events including registrations, oversight of and presence at the event, set-up & pack-down (includes moving furniture), preparation of run sheets, catering.
- Administration and support for the Ministry to Women Programme.

### **Hours of Work**

This role is permanent part-time and the ordinary hours of work are 29 hours per week, Tuesday to Thursday 8.15am-4.15pm and Friday 9.00am-3.30pm. You will need to be available to work Mondays for certain events and attend after-hours events with time off in lieu (approximately 3 Monday events & 4 after-hours events per year).

### **About You**

To be successful in this role you will have:

- Proficiency in using Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Publisher & SharePoint), as well as good general computer skills.
- Ability to take direction and also work with limited supervision once trained.
- Ability to effectively recruit and oversee student volunteers for tasks around the building as well as at events.
- Confidence in liaising with tradespeople with regards to maintenance issues.
- Willingness to learn new skills such as assisting with AV issues (training provided).
- Be able and willing to order supplies, set up morning tea, and undertake general and other ancillary tasks requested by the Operations Manager.
- Demonstrated experience in coordinating and overseeing simple and complex events to ensure events are run smoothly and effectively.
- Good time management including the ability to prioritise multiple tasks.
- Excellent communication skills and attention to detail.
- Proven ability to contribute to a team environment including a strong work ethic.
- Demonstrated initiative, capacity to be proactive, plan ahead and work well under pressure or within tight time frames.
- Friendly, personable and professional phone manner.
- Committed to the ethos of Queensland Theological College.