Administrative Officer

Golden Key is the world's premier academic honour society, recognising and rewarding academic achievement for the top 15% of students at over 400 universities around the world. The Society's mission is to enable members to realise their potential through the advancement of academics, leadership and service.

Overview of Position

An exciting opportunity has opened up within a small and close knit team. The Administrative Officer plays a key role in the maintaining the administration for the Asia-Pacific Region of Golden Key. Working closely with the entire Asia-Pacific team, this new role offers an opportunity to work on varied tasks on a daily basis. Being the front line of communication for the region you will offer excellent customer service to all enquiries and be someone who thinks outside the box to help improve what we do. The role suits someone who has a proactive and positive attitude, wants to learn and grow with the organisation and have a varied role.

The roles and responsibilities of this position are:

- to offer excellent customer service as a first contact point via phone and email,
- to offer administrative support to the team and oversee logistics,
- gain valuable experience working with the entire Asia-Pacific team on various projects and tasks.

Functions and Responsibilities

- Administer all incoming calls and the central email inbox
- Collaborate with the Membership Services Manager on Membership Drives, reporting, member benefit fulfilment
- Provide some basic Executive Assistant support to the Director through some administrative support, report generation, some research, document and meeting preparation
- Assist Accounts Manager with member reports, expense and invoice reporting and some filing.
- Assist the team with general administration support, list generation, database management and some information gathering
- Handle all incoming and outgoing mail, courier deliveries, and office resources
- Work with the team to manage our Social Media
- Assist with organisation and execution of our annual Asia-Pacific Conference
Qualifications and Experience

Essential

- A genuine interest in providing outstanding customer service.
- Strong written and verbal communication skills.
- Ability to work in a fast paced environment while maintaining accuracy.
- Flexible and a proactive attitude with an ability to work autonomously and within a team.
- Competent user of standard software packages and interest in learning new systems.
- Candidates must have current Australian permanent residence or citizenship.

Desirable

- Prior involvement with membership organisations
- Experience in similar roles.
- Experience within the higher education sector.

If this sounds like you, submit both your cover letter and resume using the Apply Now button. If you have any questions about the role, please email apacjobs@goldenkey.org