

Job Description HR and Admin Assistant

- Title:** HR and Admin Officer (Part-Time), 4 days per week, 4 hours per day
- Mission:** Australian Doctors International (ADI) demonstrates its commitment to upholding the universal right to health care by working with local partners to provide and strengthen health services in rural and remote communities
- Scope:** The HR and Admin Assistant is responsible for supporting the HR Officer and the overall management and smooth running of the ADI office in Sydney. We work as a small, responsive team of self-motivated staff in a dynamic office environment with strong collegial support.
- Reports to:** HR and Learning Officer

Responsibilities	Key Duties
HR administrative support	<ul style="list-style-type: none"> • Provide HR administration assistance <ul style="list-style-type: none"> ○ Incoming applications ○ Interview schedules ○ Overseas posting preparations (evisa applications etc) • Maintenance of staff registers ((Crimcheck; AHPRA: training registers)
General admin support	<ul style="list-style-type: none"> • Procure equipment and supplies for volunteers deployed overseas • Assist with team meetings and minutes • Provide administrative support for CEO as required • Manage hard copy and electronic filing systems, including personnel files • Support to social media as required
Manage travel bookings	<ul style="list-style-type: none"> • Book and manage international and domestic flights and accommodation • Maintain traveller profiles for staff • Manage travel requirements, e.g. visas and vaccinations

Office organisation	<ul style="list-style-type: none"> • Maintain office facilities / equipment including immediate problem solving • Order stationery and office supplies for both Sydney and overseas offices • Collect Post Office box mail and arrange mail delivery and couriers • Manage calendar sharing system to facilitate communication throughout the organisation • General office housekeeping duties including kitchen and office tidying • Recycling and waste management
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Position Criteria

- Relevant qualifications in Office Management or equivalent experience
- Intermediate skills in Excel
- Excellent skills across MS Office Suite
- At least two years' successful experience in administration and office management and/or reception, ideally in a small organisation
- Demonstrated organisational skills, attention to detail and ability to multitask
- High level of communication skills including cross cultural situations
- Demonstrated ability to manage confidential and sensitive issues
- Time management and meeting deadlines
- Self-motivated team player and keen to develop solutions
- Ability to meet work goals and competing priorities
- A genuine interest in working in the not for profit sector