



Position Description

Position Title:	Office Assistant
Location:	105 Cambridge St, West Leederville
Manager:	Chief Executive Officer
Position Status:	Full time - Contract to 31th June 2021
Applications Close:	5:00pm Friday 13 th November 2020
Application Details:	<p>To apply please email a cover letter (maximum one page) outlining why you are perfect for the role and a copy of your resume.</p> <p>Email: careers@westcycle.org.au</p> <p>Please ensure you clearly state the role you are applying for in the Subject Line of the email.</p>

About WestCycle

WestCycle is Western Australia's Peak Body for Cycling and representative voice for all bike riders. Our dedicated team strives to develop, promote and enact positive change state-wide. Together, we can improve bike riding for all Western Australians.

WestCycle is passionate about building on the recent momentum in bike riding through record spending on infrastructure and growth in participation during Covid-19.

We are guided by the high-level objectives contained within Our Bike Path - A Strategic Framework for Cycling in Western Australia with our core 5 priority areas being:

1. Grow a Cycling Culture
2. Create Bike Friendly Communities
3. Build the Capability of our Community
4. Strengthen our Sporting Pathway
5. Develop a Cycling Economy

For specific questions relating to this position please contact:

Matt Fulton

Chief Executive Officer

info@westcycle.org.au

Position Overview

The Office Assistant is primarily responsible for providing effective administration support to the operations and governance of WestCycle ensuring that the office runs smoothly and support of the CEO.

Primary duties include the provision of administrative support to the Chief Executive Officer, managing the day to day running of the office, managing incoming phone calls and generic email inboxes, managing membership inquiries, attending and taking minutes for key meetings including monthly Board meetings and Advisory Group meetings.

Key Responsibilities

General Office Management

- Accountable for the overall office cleanliness and professional presentation to guests to the office.
- Responsible for the smooth running of the office
- Manage office supplies and stationery requirements
- Manage office maintenance requirements
- Handle all incoming telephone calls
- Ensure meeting rooms are prepared in advance of meetings as required
- Manage WestCycle's general email address info@westcycle.org.au complying with agreed customer service timeframes
- Manage WestCycle's TidyHQ Membership Inbox complying with agreed customer service timeframes
- Manage all inbound membership inquiries and questions
- Manage outbound membership calls

Governance

- Prepare meeting agendas in collaboration with CEO and General Managers for Board and Advisory Group Meetings
- Manage Calendar invitations and reminders for all Board and Advisory Group Meetings.
- Distribute papers in advance of all required meetings
- Attend all Board Meetings providing secretariat services (once per month 4:00pm - 6:00pm)
- Attend all Advisory Group Meetings providing secretariat services (once to twice per month 6:00pm - 8:00pm)
- Provide Governance Administration support
- Maintain an accurate and up to date version of WestCycle's Member Register including all Member Organisations, Affiliate Organisation and Affiliate Clubs Members.

CEO Support

- Manage all incoming calls to the CEO and direct to correct team member if appropriate.
- Manage all email traffic to the CEO and filter as per arrangement with the CEO.
- Provide general administrative assistance to the Chief Executive Officer
- Management of CEO calendar and schedule

Events:

- Attend all WestCycle events and support the event management team
- Provide general support and assistance in the lead up to all WestCycle events

Selection Criteria

- Show impeccable ability to demonstrate the ten characteristics that require zero talent:
 - Being on time
 - Making an effort
 - Being high energy
 - Having a positive attitude
 - Being passionate
 - Using good body language
 - Being coachable
 - Doing a little extra
 - Being prepared
 - Having a strong work ethic
- A willingness to go above and beyond the core responsibilities of the role to ensure WestCycle is successful and the entire team is supported
- High competency in telephone communication
- Self-motivated with high-quality writing and editing skills
- Previous experience in Board meetings and minute taking
- Previous experience in executive support
- Ability to manage confidential information
- Strong organisational skills with the ability to follow procedures, multi-task and meet deadlines
- Strong interpersonal and communication skills, with the capacity to communicate productively with a range of internal and external stakeholders and work well within a team environment
- Strong computer literacy
- Demonstrated ability to work well in a collaborative environment and with minimal supervision.
- Understanding of basic financial and accounting principles
- Willingness to work the hours required to be successful, including evenings and weekends.