



JOB DESCRIPTION

POSITION TITLE	Administration Officer
RESPONSIBLE TO	Finance and Operations Manager

BACKGROUND AND ROLE WITHIN THE ORGANISATION

Arts Law is Australia's independent national community legal centre for the arts. Our mission is to empower artist through the law. We provide free or low cost specialised legal advice, education and resources to Australian artists and arts organisations across all art forms, on a wide range of arts related legal and business matters.

The Administration Officer's role is a frontline position which assist artists and arts organisations seeking the Arts Law's legal and financial services by providing administrative support services alongside the paralegal and communications roles.

This position is permanent part-time (2 days per week – 7 hours each day). Generally, a working day at Arts Law is 9.00am – 5.00pm with a one-hour break for lunch. The salary range commences at \$52,500 per annum (pro rata) depending upon qualifications and experience. Leave loading and Superannuation Contribution (SGC) is paid in addition to the salary. Voluntary salary packaging is available.

STATEMENT OF DUTIES

The primary role is to assist in the administration of the timely delivery of legal advice to our clients, including liaising with both in-house and external lawyers.

This is a frontline position dealing with clients and other stakeholders both on the phone and via email.

Duties also include:

- Processing orders, subscriptions and general accounts using Xero and Customer Relationship Management software (Salesforce)
- Performing office duties necessary for the smooth running of the organisation
- Providing administrative support to the administration, finance and legal teams

SELECTION CRITERIA – ESSENTIAL

1. Excellent attention to detail
2. Highly developed oral and written communication skills, and excellent telephone manner
3. Ability and willingness to work as a member of a team
4. Excellent organisational and administrative skills
5. Demonstrated understanding in the following computer applications
 - Xero
 - Outlook
 - Word
 - Excel
6. Demonstrated initiative, self-motivation and the ability to meet competing deadlines
7. Ability to multi-task and prioritise the tasks at hand
8. Demonstrated ability to work effectively in a small office environment

SELECTION CRITERIA – DESIRABLE

1. Experience using Salesforce
2. Experience using Wordpress
3. Understanding and appreciation of a community based legal centre
4. Knowledge and/or experience and appreciation of the arts