

Employment Opportunity

Exciting role in Australia's most dynamic sector

Administration and Events Officer

Salary range \$75,000 to \$85,000 (including superannuation) plus bonus

Australia's energy sector is undergoing unprecedented change and this role is an opportunity to be an integral part of the transformation.

Energy Networks Australia is the peak national body representing all electricity transmission and electricity and gas distribution businesses throughout Australia.

Reporting to the Business Services Manager, the Administration and Events Officer is responsible for administrative support to the Secretariat and the Chief Executive Officer as well as coordination and planning of Energy Networks Australia events.

The position is based in Melbourne.

For further information about Energy Networks Australia, see our website at <http://www.energynetworks.com.au>

Key Areas of Responsibility:

- » Coordinate the planning and logistics for Energy Networks Australia's events including selection of venues, catering, AV, collation of event material, preparation of run sheets and use of the EventsAir program.
- » Executive assistance to the CEO including diary management, travel arrangements and coordinating meetings;
- » Administrative assistance to Secretariat staff including travel bookings, liaising with ICT service providers and the provision of office supplies and office maintenance; and
- » Finance support including data entry into MYOB, accounts payable and receivable and debtor management.

Selection Criteria

1. Experience in office administration including travel bookings and accounts payable and receivable;
2. Proven experience in the efficient planning and organisation of functions and events;
3. Experience in an executive support role with diary management;
4. Effective communication and interpersonal skills with the ability to engage with people at all levels of an organisation;

5. Strong attention to detail and high level of organisational skills;
6. Ability to work independently and as part of a team; and
7. High level of computer literacy; proficient in the Microsoft office suite as well as EventsAir and MYOB.

Applications

All applications to be submitted directly to **Joan Morrell** at info@energynetworks.com.au no later than **5pm, Friday, 29 November 2019**

Please note, applications must include a copy of your CV and address the selection criteria to be considered.

Further enquiries can be made by contacting info@energynetworks.com.au