



POSITION VACANT

Administrative / Organising Assistant

An exceptional opportunity is available for an administrative assistant with exceptional organising skills who has a keen interest, understanding and appreciation of current Australian political and industrial history.

The interesting and varied role is based in the National Office of one of Australia's most effective, respected and influential trade unions, The Maritime Union of Australia. The role reports to and is the primary support for the Deputy National Secretary.

Your excellent communication skills will provide a good basis upon which you will be contributing to:

- managing the Deputy National Secretary's schedule and providing preparatory briefings;
- managing the information flow in respect to the portfolio of national responsibilities;
- reviewing briefing papers and highlighting relevant issues;
- participating in the coordination of campaigns;
- undertaking research in matters relevant to priorities and commitments;
- managing the logistics of the portfolio of work;
- maintaining all information in an organised and accessible system; and
- maintaining relevant information on the website.

To be considered for this role, you will require a minimum of 3 years experience in an office support role at a senior level and a demonstrated empathy with the labour movement would be advantageous. An undergraduate degree qualification would be seen as desirable but not essential for the right person.

Your exceptional administrative skills, advanced computer literacy, adaptability and flexibility will be the basis upon which expected outputs in an often rapidly changing environment can be met.

Your proactive and organised approach, demonstrating a sound work ethic and ability to prioritise and plan in a busy office environment, will ensure the delivery of quality and timely outputs and is administered efficiently and effectively.

A competitive remuneration package, commensurate with experience, will be offered to the successful candidate.

Applicants must be permanent residents and able to work in Australia.

For additional information please contact Trisha Hurley (0419 528 413).

Applications close on Thursday 10 December 2015 and should be forwarded to The Recruitment Officer, recruit@mua.org.au