

## Position Description

<b>Job Title:</b>	<b>Office Co-ordinator</b>
<b>Responsible to:</b>	Manager HR & Governance / Chief Operating Officer
<b>Position Number:</b>	20020
<b>Vacancy Period:</b>	12 months fixed term contract

### THE COMPANY

Northern Territory Major Events Company (NTMEC) is a dynamic organisation that delivers and supports significant events across the Territory. We are passionately proud of the Territory and want to see its brilliance shine – shine as an event destination and shine to the people that live here.

### OUR MISSION

We lead Territory performance and grow the Territory's events portfolio and industry capability by providing leadership, advice and assurance by being the go-to agency for event organisation and support.

### THE ROLE

People are our most important and valued asset. Working at NTMEC is more than a job; it is a commitment to promote the Territory as a unique, world-class event destination like no other.

As Office Co-ordinator, you will work as part of a small, high-performing team to:

1. Actively contribute to the preparation and co-ordination of contractual documentation including liaising with key stakeholders, contractors and suppliers.
2. Organise and maintain company records and filing.
3. Support the Finance Team with accounts payable duties, raising of purchase orders, maintaining asset registers and assist in the administration of contracts in NetSuite.
4. Co-ordinate & assist with calendar management, vehicle management and flight/accommodation bookings.
5. Maintain & procure stationery and office supplies as well as co-ordination of property management issues.
6. Co-ordinate the set-up, administration and maintenance of staff phone & IT system requirements.
7. Additional relevant ad hoc duties that may be required from time to time.

### SELECTION CRITERIA:

#### Essential

1. Positive attitude and commitment to providing a high level customer focus and service skills
2. Well-developed oral and written communication skills and proven experience working with the general public.
3. Previous accounts payable experience
4. The ability to identify areas for improvement and implement relevant processes accordingly.
5. Demonstrated attention to detail including copy revision & document control.
6. Efficient with high level organisational skills, combined with the ability to provide effective clerical and administrative services, prioritise workloads, multi-task and work to often tight deadlines.
7. Computer literacy including Microsoft Office Suite applications and demonstrated ability in using information technology as an effective management and communication tool.
8. Ability to work outside normal working hours including public holidays and weekends where appropriate.
9. Current valid NT drivers licence

#### Desirable

1. An interest in the Event Management industry as well as office & contract management with a view to further education and skill development.
2. First aid qualification or ability to obtain