

Position Description

Job Title:	Office Co-ordinator
Responsible to:	Manager HR & Governance
Position Number:	20020
Vacancy Period:	2 Year fixed term contract

OUR COMPANY

Enriching the Territory with incredible event experiences is what drives us.

Since 1999, Northern Territory Major Events Company (NTMEC) has been delivering and supporting events from the Top End right down to the Red Centre. Our team is passionate about the Territory's events industry and takes great pride in the company's diverse events portfolio.

As the peak body for events in the Territory, NTMEC strives to grow industry capacity, strengthen our identity as an exciting place to live and work, and deliver world-class events to boost visitation and ultimately strengthen the Territory's economy.

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. Support the Finance Team with accounts payable duties, raising of purchase orders, credit card and bank reconciliations and assist in the administration of contracts in NetSuite.
2. Provide friendly and efficient reception and customer service duties including responding to telephone and email enquiries and greeting members of the public.
3. Actively contribute to the preparation and co-ordination of contractual documentation including liaising with key stakeholders, contractors and suppliers.
4. Organise and maintain company records and filing.
5. Co-ordinate & assist with calendar management, vehicle management and flight/accommodation bookings.
6. Maintain & procure stationery and office supplies as well as co-ordination of property management issues.
7. Co-ordinate the set-up, administration and maintenance of staff phone & IT system requirements.
8. 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 Finance as well as office & contract management with a view to further education and skill development.

BENEFITS

We will support you to implement innovative ways of working in a collaborative, people-focused and results-

driven business. An attractive remuneration package is on offer for the right candidate.

HOW TO APPLY:

Please submit your resume and cover letter demonstrating your knowledge of events and festivals in the Territory and why you would like to join our team.

We will support you to implement innovative ways of working in a collaborative, people-focused and results-driven business. An attractive remuneration package is on offer for the right candidate.

As outlined in the Chief Health Officer of the Northern Territory Direction that due to the public-facing nature of working in the events industry, it is mandatory for all NTMEC staff to have received both doses by 24 December 2021. You will be required to provide proof of vaccine to work at NTMEC.

Approved: December 2020

**Tim Watsford, CEO
NT Major Events Company**