

Office Manager (Part-time)

To support our growing team in Australia, To70 is looking for a versatile, energetic, conscientious and detail oriented **Office Manager**, who enjoys making a difference, being part of a team and takes pride in their career to work in our fast-paced office.

Your function

- Human Resource Management (HRM); preparation of development plans and recruitment.
- Quality Control; developing standard procedures and supporting the consultancy team with the delivery of documents and client reports.
- Undertaking basic accounting tasks, including invoicing, budget tracking and timesheets.
- Supporting our media and communication activities.
- Office administration duties including:
 - Overseeing the professional appearance of the office, including layout, fixtures and furnishings.
 - Managing office supplies and equipment.
 - Organising and archiving project files and document templates.
 - Ensuring reference materials and client marketing information is correct and current.
 - Scheduling meetings and travel arrangements for the consultancy team and assisting with preparation for conferences and training courses.
 - General clerical duties, including filing, answering phone calls, responding to emails and document preparation.

Your profile

- Good understanding of MS Office applications, MS Word, MS Excel, MS PowerPoint.
- Proven experience as an Office Manager, Human Resource Manager or Office Administrator will be a plus.
- Knowledge of MS Sharepoint environment, MinuteDock, Hubdoc and Xero are desirable, as is any previous exposure to legal contracts, or graphical and media design.
- Self-motivated with the ability to multi-task and prioritise projects.
- Excellent verbal and written communication skills.
- This role is only available to Australian / New Zealand citizens and permanent residents of Australia.
- An interest in aviation would be advantageous.

About To70

To70 delivers high-quality consulting and research services to the global aviation community. With our services, we help aviation and society cope with the current and future challenges in airport and airspace operations. Since our establishment more than 17 years ago, we have built a reputation on integrity, drive, knowledge and innovation.



To70's experts have extensive experience in the aviation sector. Our experts are renowned for their lateral thinking resulting in innovative and cost-effective outcomes. Together with clients, To70 works to provide independent advice, helping them identify and analyse problems, recommending solutions and assisting with their subsequent implementation.

Our wide range of customers includes airports, airlines, government bodies, research institutions and air navigation service providers. These organisations all face the challenges associated with accommodating the growing demands of air traffic and integrating their operations with the environment. Our dedicated team of professionals display an unremitting drive to create practical solutions.

We offer

A contract for 2-2.5 days a week (days and hours to be discussed).

A salary that match the function of your role and your experience.

More information

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Interested?

Send your cover letter and resume to: info@to70.com.au.

Submissions close October 12, 2017.