

## **Project Support Officer – WHOS Administration**

We Help Ourselves (WHOS®) is one of the largest drug and alcohol Non Government Organisation treatment providers in Australia. We offer a wide range of evidence-based therapeutic and support programs and services to benefit individuals with substance use and associated issues.

We are seeking an experienced Project Support Officer to join our team of professionals. This dynamic role would suit a well organised, strong project focused individual who is efficient, has an eye for detail and enjoys managing multiple priorities, utilising sound judgement, discretion and initiative.

This is a full-time, long term career opportunity with a remuneration package based on experience and sound track record and in accordance with the Social Community, Home Care & Disability Services Industry Award 2010. A standard week will see you working 38 hours, Monday to Friday. The head office is conveniently located in the inner suburb of Sydney (Lilyfield) with close access to public transport and onsite car parking.

The successful applicant will be providing high level project administration and support to the Projects Manager and will be responsible for:

- Supporting the Project Manager with documents review and drafting, report templates preparation, filing, research, data analysis, and planning.
- Supporting the Project Manager with data entry and analysis.
- Maintaining and updating organisational policies and procedures manual, forms, MoUs.
- Participating in processes established to evaluate organisational performance
- Providing administrative support with meeting coordination including booking of meeting rooms, use of facilities ( e.g. video conferences)
- Detailed minute taking and distribution.
- Assisting in “events management” including conferences, training workshops, and fundraising events.
- Undertaking special tasks on an ad hoc basis, as required.

### **Skills and Experience**

Applicants must be able to demonstrate through their CV and, covering letter and subsequent referee documentation and checks that they meet the following selection criteria:

- Certificate IV or higher in Project Management or Business Administration.
- Minimum 2 years experience working in a similar positions
- Proficiency in Microsoft Office (including Outlook, Word, Excel and Powerpoint)
- Extensive experience in managing and prioritising multiple tasks and projects
- Highly developed verbal communication and negotiation skills
- demonstrated ability to interpret and analyse statistical information, provide sound advice, options and recommendations
- Evidence of producing high quality and concise documentations and reports.
- Proven ability to prioritise and work to deadlines
- Willingness to work as part of a team as well as independently
- Demonstrated effective analytical and problem solving skills

Experience with policy writing in the AOD or a related field would be beneficial.

***Please note, to apply for this position, you must have the right to work in Australia and be willing to provide a current National Police Clearance.***

Please forward a covering letter addressing Selection Criteria and your CV and referees to Olga Shafalyuk, WHOS on email: [admin7@whos.com.au](mailto:admin7@whos.com.au) using the subject line: Project Support Officer Position

**Aboriginal and Torres Strait Islander People are encouraged to apply.**