



## Job Advertisement

### **Administration and Programs Officer Temporary position (3 month contract)**

#### **The Position**

An exciting opportunity is now available for a highly motivated, experienced and driven individual to join the Cairns Chamber of Commerce. As the Administration and Programs officer, you will be responsible for providing high level administrative management and leading the delivery of multiple programs as part of a small team and in a supportive environment. The ideal candidate will be a versatile program manager who has experience in managing different types of projects, can manage a number of initiatives at the same time and can provide high level administrative support and management to the Cairns Chamber.

#### **Responsibilities include:**

- Project/program delivery and administration
- Events management, including support, coordination, and logistics
- Administrative support and management
- Social media and marketing activities
- IT, property and corporate support

#### **Knowledge and skills**

- Composed and organised
- High level program delivery and administrative support skills
- Ability to develop and apply policies, procedures and systems relating to program delivery
- Good written and verbal communication skills
- Attention to detail and strong time management skills
- Dedicated team player and ability to work autonomously with minimal supervision
- Demonstrated high level computer skills
- Knowledge of marketing channels and an ability to deliver creative content
- A grounded personality, ability to think proactively

#### **The Organisation**

The Cairns Chamber is the peak representative body for business across the Cairns region. It has prioritised Cairns region business issues on behalf of members since 1909. This highly active organisation assists and supports businesses to grow by linking them with opportunities. It always acts in the best interests of the Cairns region business community.

**Remuneration:** The position is temporary for an three month contracted period with the possibility of extension. Remuneration will be paid commensurate with experience.

**How to apply:** Submit your resume and cover letter to [HR@cairnchamber.com.au](mailto:HR@cairnchamber.com.au) by 9.00 am Monday 2 September 2019. For more information please direct enquiries to Joe Mastrolembo on Ph. 0402 692 580