



LEADING CONSULTING FIRM-PROJECT AND ADMINISTRATIVE SUPPORT POSITION STATEMENT

ABOUT US

The Maytrix Group is a leading Melbourne-based consulting practice operating throughout Australia. We specialise in hospitality and business consulting, working primarily across arts and culture, health and education in strategy, planning, and procurement, leading or supporting multi-disciplinary teams in the delivery of projects. Our clients include all levels of government, independent non-profit organisations, and commercial clients.

POSITION SCOPE

A key administrative and business support function supporting and working closely with the Director to ensure seamless client interface, effective management and delivery of work priorities and deadlines, diligent file management and to support business development.

RESPONSIBILITIES

- Effective project and administrative support including document management, supporting the preparation of tenders, research, and content development to support project outcomes
- Effective workflow and priority management to meet project requirements

Desirable

- Proof reading
- Website and social media content management
- Preparation of diagrams, covers and other report material, using adobe suite

PRIMARY ACTIVITIES

| Function | Activity outline |
|--|---|
| Project support | Effective project workflow through: <ul style="list-style-type: none"> ▪ Contribute to the preparation of <u>documents including formatting and finalisation</u> including collation of large documents ▪ Undertaking desk-based and primary <u>research and analysis</u>, including benchmarking, policy reviews ▪ <u>Survey development</u>, tracking and findings ▪ <u>Workflow management</u> with sub-contractors |
| Administrative support | <ul style="list-style-type: none"> ▪ Executive administration and support ▪ Diligent file and project folder management, archiving and records ▪ Management and updating templates and other resources ▪ Managing subscriptions, business compliance and associated records including annual updates compliance with external partners through logging, tracking project compliance (insurances, invoicing, and other business processes) ▪ Management of the central project register with key references and folder links ▪ Scheduling meetings and travel arrangements, where required |
| Web and artwork support (desirable) | <ul style="list-style-type: none"> ▪ Maintain currency of web site content ▪ Using established templates, update diagrams, document covers etc using In Design ▪ Social media monitoring and posts |

SKILLS AND EXPERIENCE

Essential Selection Criteria

Demonstrated experience in:

- High paced consulting work practise or similar work environment
- Coordinating and finalising large tenders and reports
- Managing project and task prioritisation to meet project priorities
- High level competency in document formatting and management and SharePoint administrative functions with advanced skills across the Office 365 suite, SharePoint, Acrobat Pro, high-level competency in MS Word and MS Excel
- Content/ project library management
- Executive administration and support

Other criteria

- Tertiary education
- Diligent, efficient work practises with attention to detail to achieve high quality performance standards
- Self-motivated with demonstrated ability to work independently
- Effective research skills using multiple pathways and resources, and the capability to summarise key points
- Strong written and verbal communication skills
- Effective and efficient system management, and troubleshooting/ problem solving

Desirable Skills

- Editing and proofreading
Social media and web site content management and posts
- Experience and competency in MS Project, Adobe Suite including in design and Illustrator, and with web-based platforms including WordPress, Survey Monkey, Mailchimp and Social Media Platforms (Instagram, LinkedIn)

Competencies

Workplace platforms used:

- MS 365 Business Suite
- SharePoint
- Adobe Pro suite
- Xero
- Trello
- Survey Monkey

Social

- Linked in
- Instagram

Response Requirement

- Responses should specify relevant experience, expertise and specific skills or strengths relevant to this role.
- Responses should be directed to **Sharyn May** and emails to **info@themaytrixgoup.com.au**