



POSITION DESCRIPTION

Position Title:	Venue and Reception Officer
Reports to:	Manager – Finance and Administration
Salary & Conditions:	\$26,480 per annum (@ 2 days/week) plus superannuation. FBT salary packaging available.
Duration:	Part Time (2 days / week, Tuesday and Friday) till Dec 2025 (with a possibility of further extension)
Date:	February 2025

Primary Purpose:

Reporting to the Manager – Finance and Administration, the Venue and Reception Officer will provide venue management and reception duties, ensuring effective and efficient coordination of all ACE facility-based activities. This is a part-time job share position.

The Venue and Reception Officer will:

- Coordinate venue and equipment hire bookings and hirer requirements including access, venue setup and pack down, equipment, catering and staffing.
- Ensure necessary administration in relation to the venue is carried out (including booking, insurance and hire arrangements).
- Communicate with all staff about bookings and events.
- Maintain the reception area as a welcoming and responsive first point of contact for visitors and staff via phone and reception duties.
- Collect and dispatch incoming and outgoing mail.
- Facilitate movement of visitors and report any security concerns to the supervisor, maintain incident reporting and recording system.
- Maintain office stationery, cleaning and kitchen supplies and ensure venue is kept neat and tidy.
- Provide administrative support services e.g., taking appointments, meeting minutes, use office equipment (photocopying, scanning).
- Any other duties as required by the Manager – Finance and Administration.

SELECTION CRITERIA:

- Relevant experience in handling front desk / reception.
- Strong team player with excellent interpersonal skills.
- Excellent organisation and time management skills.
- Ability to be flexible and proactive while assisting on diverse projects.
- Demonstrated cultural respect and understanding of culturally diverse communities.

Due to the nature of this role, employment will be subject to a satisfactory National Police Check and a Working with Children Check. There is a three-month probationary period for this position. We encourage women and people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply.

HOW TO APPLY:

Your application must include a cover letter addressing the Selection Criteria, a current resume and contact details for 2 referees.

Please email your application by 5pm on Friday, 14th March 2025 with 'Application for Venue and Reception Officer' in the subject line to ACE Manager – Finance and Administration, at hr@aceinc.org.au.

For further enquiries please contact Kayur Shrestha on 02 8821 9153.