



POSITION: Office and Administration Coordinator

STARTING ANNUAL SALARY: US\$ 6,000

REPORT TO: Executive Director

CLOSING DATE: Monday 23rd October 2017 at 5pm

About the Australian Alumni Association of Cambodia (AAA-C)

AAA-C is a non-profit and non-political organisation for all Cambodians who have studied at an Australian tertiary or vocational institute. The AAA-C has more than 700 members from diverse professional backgrounds, including government officials, business people, academics, researchers and individuals working in public and private sector.

The AAA-C is currently led a five-member Board in a voluntary capacity. The AAA-C also has the Secretariat which is led by the Executive Director for implementing its five-year strategic plan to improve its financial sustainability and effectiveness as well as to better achieve its goals and objectives as an association. Further information about the AAA-C: www.aaa-c.org.

The AAA-C is currently looking for an **Office and Administration Coordinator** to provide administrative supports to the Executive Director in implementing the AAA-C's five-year strategic plan and to undertake appropriate office duties.

Role of the Office and Administration Coordinator:

- Provides administrative support to the Executive Director (the ED);
- Serves as focal points for information contacts and exchange with AAA-C and external contacts as appropriate using good oral and written communication skills;
- Supports the management of strategic communications such as updating of webpage, social sites, and e-newsletters;
- Performs the role as note taker and reporter for board meetings and other functions;
- Supports the ED in the coordination and organization of special events and programs;
- Manages and maintains the AAA-C database, ensuring data accuracy, executes mail merges, and produces timely and appropriate reports;
- Manages all membership processes such as registration and payment;

- Supports the ED in financial management of the association such as contributing to budget plan, handling expenses, and producing financial reports;
- Under direction of ED, performs administrative tasks such as maintaining calendar, appointments, meetings, budget reports, office filing system, office supplies, and incoming mail (other communications: fax, emails, etc.);
- Prepares draft correspondence for Executive Director's signature including letters, special mailings, meeting agendas and memos;
- Supports the ED in the preparation of the annual plan, annual report, progress report/s and board submissions; and
- Undertakes special projects and other duties as assigned by the ED from time to time.

Criteria and desirable qualifications:

- Bachelor's degree required, plus 3-5 years progressively responsible experience;
- Excellent interpersonal, organizational, and communication skills;
- Excellent administrative and finance skills and good attentions to details;
- Computer skills: Proficiency in Microsoft Office products (Excel, Word, PowerPoint, Outlook), and MS Project;
- Experience in social media tools such as Facebook, YouTube, Wordpress, etc.

Applications must include:

- A statement (maximum of two pages) addressing the above selection criteria;
- A current resume setting out previous employment, education background, and full contact details; and
- Name and contact details of two professional referees who have recent knowledge of the applicant's work performance.

We strongly encourage the applicants to submit their applications electronically to:

aaac.cambodia@gmail.com

Alternatively, hard copy applications can be mailed to:

Executive Director

Australian Alumni Association of Cambodia
 Building A, Room 322, Phnom Penh Centre, Sothearos Blvd,
 Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia