

<b>Job Title:</b>	<b>Office assistant</b>
<b>Location:</b>	WSAA offices, Level 9, 420 George Street, Sydney, flexible, hybrid working model.
<b>Salary:</b>	Competitive salary
<b>Responsible to:</b>	Deputy Executive Director

We welcome candidates from all backgrounds and value diversity and inclusion in our workplace. We encourage all applicants, including Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ and culturally diverse communities to join WSAA.

### **Main responsibilities**

- Provide administration and office support services to facilitate effective business operations.
- Support WSAA staff with general administration tasks.
- Manage the Executive Director's diary, travel arrangements and expenses.

### **About WSAA**

The Water Services Association of Australia (WSAA) is the peak industry body representing the urban water industry. Our members provide water and sewerage services to over 24 million customers in Australia and New Zealand and many of Australia's largest industrial and commercial enterprises. WSAA facilitates collaboration, knowledge sharing, networking and cooperation within the urban water industry. We are proud of the collegiate attitude of our members which has led to industry-wide approaches to national water issues. [www.wsaa.asn.au](http://www.wsaa.asn.au)

### **Duties and responsibilities**

- Manage the Executive Director's diary, booking of travel and maintain expense statements.
- General administration duties such as ordering stationery, managing office and kitchen supplies, organising couriers, and collecting and distributing mail.
- Assist with other office support duties as required, including assisting WSAA staff.
- Assist in preparation and editing of documents including PowerPoints and correspondence.
- Monitoring and management of general inquiries through phone, email and website.
- Coordinate internal meeting room bookings and catering requirements.

### **Experience and skills**

- Able to work autonomously
- Multi-skilled and adaptable with the ability to show drive and initiative
- Strong attention to detail
- Efficient and highly organised
- Clear communicator
- A flexible approach to business and the ability to manage conflicting priorities
- Must be computer literate with a sound knowledge of Microsoft Office and the ability to pick up new systems is essential
- Experience in administration or similar role is desirable.

**Terms of appointment**

Full time 2-year contract, pending the completion of a successful 6-month probationary period.  
Some travel in Australia may be required.

**Questions and how to apply**

To apply send your CV with a covering letter detailing your experience relating to the above duties and responsibilities to Sandi Kolbe, Communications Manager [sandi.kolbe@wsaa.asn.au](mailto:sandi.kolbe@wsaa.asn.au), mobile 0427 224 694.