



Office Manager / Personal Assistant

Organisation:	Institute for Economics and Peace (IEP), a world-leading think tank
Office:	Modern, IEP's global headquarters
Location:	St Leonards, Sydney
Term:	Permanent, full-time
Applications due:	Midnight, Sunday 3 September 2017

You are highly motivated and want to be part of a team making a significant and growing difference in the world.

Institute for Economics & Peace

IEP is the world's leading think tank dedicated to developing metrics to analyse peace and to quantify its economic value. It does this by developing global and national indices, calculating the economic cost of violence and understanding positive peace. The research is used extensively by governments, academic institutions, think tanks, non-governmental organisations and by intergovernmental institutions such as the OECD, the World Bank and the United Nations. IEP is regularly ranked in the top 20 most impactful think tanks in the world for its size on the *Global Go To Think Tank Index*.

Position background

This is a full-time position based in IEP's Sydney office. You will be working with a medium-sized team of dedicated and energetic executives, managers and researchers who travel frequently. You will assist in coordinating events and meetings around the world as well as ensuring smooth office operations.

The recently refurbished Sydney office is modern and light with excellent transport links, located above the St Leonards train station. Sometimes it is buzzing with activity, on other occasions it is quieter as leadership staff might be travelling.

Job description

The role is pivotal in keeping a medium-sized highly professional central management office and its directors and staff running smoothly. You need a hands-on, can-do approach.

Key responsibilities

1. Reception duties: answering telephone, receiving guests and mail/couriers
2. Personal Assistant to the Founder and Executive Chairman, involving mainly travel and meeting coordination for local and international trips
3. General office management including maintaining office efficiency
4. Coordination of external suppliers: travel, ICT, office equipment and layout and office supplies
5. Event coordination: internal and external events
6. Maintaining database of contacts
7. Managing the general email inboxes
8. Maintaining professional office appearance

Skills and Qualifications

The successful applicant is likely to have:

- An interest in being part of team that aims to improve the world we live in
- At least five years working experience and a steady employment history
- Strong organisational and multitasking skills
- Familiarity with organising international travel and agendas
- Willing to engage energetically in work under pressure and be part of a highly motivated team
- A flexibility to perform tasks ranging from office administration to liaising with organisations all over the world
- Ability to manage and develop various databases
- Demonstrable proficiency in MS Word, PowerPoint and basic knowledge of MS Excel
- Proactive and hardworking with a positive attitude
- Well-presented and able to liaise with high level individuals worldwide

Further details

Salary: Salary is competitive and commensurate with experience

Probation: There will be a 3 month probationary period

Reports to: Chief Operating Officer

Hours: Full time

Location: Office located right above St Leonards train station, Sydney, NSW

Applications: Only Australian citizens or permanent residents will be considered. To apply please send a full CV and brief cover letter addressing how you meet the required skills and your experience with the key responsibilities for this role to the attention of Camilla Schippa at jobs@economicsandpeace.org. Please use subject heading: Ref. OM. We regret that only shortlisted candidates will be contacted.

Deadline for applications: midnight, Sunday 3 September 2017

For more information: www.economicsandpeace.org and www.visionofhumanity.org

The Institute for Economics & Peace is an equal opportunities employer.