



CMT AUSTRALIA
Charcot-Marie-Tooth Association Australia Inc.

ABN 63 076 189 912 Registered Charity – ACNC

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Position Vacant

CHARCOT MARIE TOOTH ASSOCIATION AUSTRALIA INC.

(CMT Australia)

CMT Australia is looking for an energetic and committed administration assistant to handle the day to day operations of our national office. We are growing as an organisation and our volunteer committee needs the support of a capable, experienced administration professional who is confident with cloud-based collaboration and social media interactions. We offer flexible hours (for example split days, variable start/finish times), remote working and thorough training and induction.

Remuneration: SCHADS Award Level 2/3 dependent on experience

Job Type: permanent part-time

Hours: minimum 8 hours per week, flexible start/finish, flexible days.

Applications: closing Friday 30th September

How to Apply: Please send your resume and cover letter addressing the position requirements to shaana.dekker@hotmail.com.

Enquiries: Please call Shaana Dekker 0407959724.

National Office Administration Assistant - Position Description

Personal Qualities:

It is essential that the applicant has a passion to assist people. The people we assist are those who have Charcot-Marie-Tooth (CMT) disease which is a genetic degenerative peripheral neuropathy. CMT is not life threatening, but those with it have it for life. The primary objective of CMT Australia is to support our members and others with CMT by providing relevant information and encouragement to maximise their quality of life. For additional information about CMT and CMT Australia please visit our website www.cmt.org.au

Position Requirements:

1. Good written and oral communication skills.
2. Ability to work autonomously and to take responsibility for tasks assigned.
3. Moderate computer skills, including proficiency with Office 365 cloud communications, social media platforms and online databases.
4. Experience with customers/clients from diverse backgrounds..
5. Knowledge and understanding of Charcot-Marie-Tooth Disease or demonstrated ability to quickly acquire such knowledge.

Duties:

1. Monitor the organisation email and either respond as appropriate or triage the email to the nominated Committee member.
2. Monitor the CMT Australia mobile phone and either respond as appropriate or triage the call to the nominated Committee member.
3. Report to CMT Australia through the nominated Committee contact at least once a week.
4. Monitor the postal mail to CMT Australia (Concord and Engadine) and either respond as appropriate or triage the mail to the nominated Committee member.
5. Maintain a log of, and/or archive communications external to the Committee, sufficient to maintain a history of the CMT Australia responses.
6. Filing required documents either in electronic or paper form.
7. Where necessary, enter payments coming to CMT Australia and member details into the online database.
8. Assisting three times a year with the emailing and postal mailing of our newsletter to selected members.
9. Electronic banking of all cheques received.

Performance expectations:

CMT Australia is in the people business, and as such there are expectations from our stakeholders that any communication, donation or payment involving the Association will be initially acted upon within the normally expected timeframes of a week. This includes responding to phone calls, emails, banking cheques, triaging communications where required, etc. It is accepted that postal communication is likely to involve a response time of 2 weeks.