

Administrative Assistant/Office Co-ordinator

The Australian Directors Guild (ADG) is the peak body representing Australian screen directors in feature film, television, animation, documentary, commercials, shorts and digital media, as well as independent producers, assistant directors and like-minded industry partners and educational institutions.

The ADG is looking for an Administrative Assistant/Office Co-ordinator to work in its Sydney office. The job will encompass the following:

- General Administration : ensuring office stationery supplies and equipment are maintained and ordered as needed;
- Maintaining office records and filing systems;
- Providing assistance to the General Manager;
- Data entry and the compiling of our fortnightly e-newsletter;
- Co-ordination and distribution of information from various internal and external sources;
- Social Media communication – Website, Twitter, Facebook and E-news;
- Filing of documents, reports and correspondence as required;
- Answering phones and dealing with membership enquiries;
- Attending events and assisting with their organisation.
- General administrative duties including phone support, managing couriers, e-mail management, photocopying, binding and printing

Selection Criteria:

1. Appropriate educational qualifications and/or sound administrative skills and experience.
2. Understanding of the screen industries;
3. Excellent communication and interpersonal skills;
4. Proven track record in meeting tight deadlines with an aptitude for accuracy and attention to detail;
5. Experience using Microsoft Office applications at an intermediate level, in particular Word and Excel on Apple Macintosh Computers;
6. Experience in use of Filemaker Pro an advantage but not essential;
7. The successful applicant will possess accurate and high volume data entry skills, have excellent communication skills, experience with Microsoft Office programs, as well as an ability to work effectively as a team member within a fast-paced environment.

Applications close on Friday 9th December.

Please email your CV and a letter addressing the selection criteria to exec@adg.org.au.

