

ADMINISTRATIVE SUPPORT OFFICER (2 POSITIONS)



- A great opportunity to join a leader in youth mental health
- Purposeful work and make a real difference
- Fixed term with opportunity for further employment
- Access to generous NFP salary packaging and flexible work/life balance arrangements
- Participate in Orygen's climate action group, parents/carers hub, LGBTIQ+ network and wellbeing and fundraising events

The Opportunity

National Programs is seeking Administrative Support Officers. You will be well supported to ensure your career at Orygen is both fulfilling and rewarding without compromising on your life goals.

If you have a passion for the field of youth mental health and want to make a real difference to the lives of young people and their families and carers and share Orygen's values of respect, accountability, teamwork, excellence and innovation, then we would love you to apply!

About Orygen

We believe that all young people deserve to grow into adulthood with optimal mental health. Everything we do is focused on this outcome. Orygen is leading and redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

The role & your impact

The Administrative Support Officers will support the National Program's team by supporting and assisting with general administrative tasks, which includes the following:

- Scheduling and organising meetings including writing up agendas and minutes
- Assist with co-ordinating events and meetings
- Organise travel and associated logistics for team members and ensure that expenses are reconciled as required

Benefits

Depending on your skills and experience, a salary of \$50,000 - \$60,000 p.a. is offered plus superannuation, access to generous NFP salary packaging, flexible work/life balance benefits, great supportive team, purposeful work that makes a real difference to lives of young people and their families and carers and career opportunities within an organisation that is the leader in youth mental health.

About you

Essential to these roles is experience in program support or administration and excellent communication skills. You are passionate, energetic and determined to make a difference to health outcomes for young people. In addition, you will bring:

- Excellent computer skills including experience in using Microsoft Office and familiarity with CRMs and sharing platforms.
- Demonstrated ability to work effectively as part of team and independently.
- Skills in proof reading, editing and general document formation and formatting.
- Data entry and systems management.
- High level of attention to detail.

To view the FULL selection criteria and learn more about this opportunity, please go to www.orygen.org.au/About/Work-with-Us to view the Position Description or contact Pinar Simsir on pinar.simsir@orygen.org.au for a confidential discussion.

Apply:

Please refer to the position description and submit your resume and cover letter to careers@orygen.org.au, using the subject line 'Administrative Support Officers' followed by your 'full name'.

Closing date: COB Thursday, 18 February.

You are encouraged to submit your application as soon as possible. Orygen may close the advertisement before the closing date.

Orygen is dedicated to gender equality, diversity and inclusivity. We strive to continue to build a culturally safe workplace where our values underpin the way we work and our commitment to First Nations people of Australia, young people and their families, LGBTIQ+ people and CALD people. We strongly encourage applications from the First Nations people.