



**AMDRAS is currently recruiting for an Executive Assistant / Secretariat to join their team.**

***This position is available on a contractual basis and the successful candidate must hold a current ABN.***

### **About the Company**

The Australian Mediator and Dispute Resolution Accreditation Standards Board Ltd (AMDRAS) was established to provide a national mediator accreditation system and set of standards to promote and enhance the quality of dispute resolution services in Australia. Our principle responsibility is for the ongoing development and maintenance of the AMDRAS Standards.

Our members include Recognised Accreditation Providers and Recognised Training Providers, and a range of membership organisations including law societies, courts, government and dispute resolution agencies.

### **The Role**

Joining AMDRAS as our new Executive Assistant will see you stepping into a broad role where you are involved in all aspects of the business operations. With an approx. 32 hours per fortnight commitment, this is a role for an established Executive Assistant / Secretary with a wide administrative and coordination skillset.

### **How will you do this?**

- Organise, coordinate and attend AMDRAS Board meetings nationally
- Prepare reports for the Board and Chairperson and be alert to anything that may affect the smooth running of the organisation
- Oversee the implementation and management of the AMDRAS National Register
- Assist with the maintenance and management of the financials, as required and instructed by the Board.

### **About You**

The team works largely from home offices across Australia so exceptional autonomy and online/phone communication is essential to your success in this self-driven and service position.

In addition to this you will:

- Have a demonstrated history of providing confidential and efficient administrative and organisational support services, ideally within the not-for-profit sector
- Have strong report preparation and meeting coordination skills
- Have an understanding of financial administration tasks and processes.
- Be able to travel interstate for meetings

If this sounds like you - **apply today!** To know more, call Stephanie Kelly on 0413 631 231 for a confidential conversation.