



Executive Administration Officer

- Part-time role (25hrs pw)
- Flexible working arrangements

About Us

We are a passionate team focused on the development, regulation, promotion and administration of motorsport across Australia. As the National Sporting Authority and custodian of four wheeled motorsport in this country, we are a dedicated, talented and collaborative team committed to doing what is best for the sport.

About the Role

An opportunity exists to join Motorsport Australia as our Executive Administration Officer. This pivotal role will provide administrative support to our CEO as well as contribute to the overall efficiency and smooth operation of the organisation. It will also play a crucial role in facilitating and coordinating communication across the organisation and with key stakeholders.

This position will allow the successful candidate an opportunity to help grow motorsport across the country, providing support and guidance to key executives as well as being part of an organisation with a strong team culture, eager to make motorsport the best it can be.

Key responsibilities include:

- Provide administrative support to the CEO, including managing email, calendars and preparing correspondence and reports.
- Serve as a central point of contact for internal and external stakeholders, ensuring timely and professional communication.
- Coordinate meetings, dinners, and special events, including logistics, agenda preparation, and follow-up actions.
- Facilitate communication between the CEO and management team, ensuring alignment on key initiatives and priorities.
- Assist with workflow and documentation across executive committees and governance forums including the board.
- Maintain organised electronic filing systems and databases to ensure easy access to information and efficient retrieval.
- Support the management team in various strategic initiatives, special projects, and cross-functional collaborations, providing administrative assistance and coordination as needed.
- Track action items, deadlines, and deliverables associated with key projects, ensuring timely completion and follow-up.

About You

To be successful in this role you will have:

- Previous experience in administrative support roles, preferably at the executive level.
- Excellent organisational and time-management skills
- Strong interpersonal and communication skills



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- Demonstrated commitment to teamwork with a positive, can-do attitude.
- Proficiency in Office 365 and other relevant software applications.
- Adaptability and resourcefulness, with a proactive approach to problem-solving.
- High degree of professionalism, integrity, and commitment to supporting Motorsport Australia's objectives.

We will offer you a supportive learning environment and a great team culture. This role is based at our office in Canterbury, Melbourne, with flexibility to work from home 1 – 2 days per week. As a part-time role there is flexibility to work across 4 or 5 days per week.

How to Apply:

If you are a talented administrator with a passion for detail and accuracy, visit our website at <https://www.motorsport.org.au/> to access the Position Description under 'About / Careers'. Please email **your resume and a brief cover letter summarising your response to the selection criteria** (as outlined in the Position Description) to Human Resources at recruitment@motorsport.org.au. Applications close Monday 19 May 2024 at 9am.

Motorsport Australia embraces diversity of gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. Applicants from diverse backgrounds are welcome and encouraged to submit their applications. Motorsport Australia is committed to making motorsport welcoming, safe and inclusive for all. We prioritise the wellbeing of children participating in our sport, who have a right to take part in sport in a safe, positive and enjoyable environment.

We are equally committed to removing barriers and improving the employment prospects of people with visible or invisible disabilities. We encourage you to share any support and adjustments you need to be your best and participate equitably in our recruitment process. We understand sharing your needs with us can be daunting, so if you have questions before or during your application, we welcome you to get in touch at recruitment@motorsport.org.au. Anything you tell us will be kept completely confidential.