

ROLE PURPOSE



Role Title: Business Services Coordinator

Division: Business Operations

Location: Sydney

Date: March 2024

Employment type: Full time, Permanent with flexible work arrangement

Reports to: Global Business Services Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The **Business Services Coordinator** provides support in the delivery and monitoring of core services including but not limited to facility management, travel, insurance, office leases, volunteer coordination, and contracts registration for country teams in Asia.

The **Business Services Coordinator** will own the outcomes of:

1. The position is the first point of contact between Business Services and the country teams and provides guidance on the Business Services policies and processes.
2. Provide support in the delivery and monitoring of core services including but not limited to procurement, travel, insurance, office leases, volunteer coordination, contractor onboarding and contracts registration for country teams in Asia.
3. Ensure that health and safety guidelines and disability compliance guidelines are implemented and adhered to in country offices.
4. Monitor lease and insurance renewals and provide guidance in consultation with the Global Business Services manager on the renewal process.
5. Ensure Business Services documentation, guides and procedures on Frednet are up to date.
6. Provide support and undertake tasks as directed by the Global Business Services Manager such as supporting with the renewal of the Master insurance program and maintaining procurement systems.

Our Capabilities:

As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Experience in providing high level administrative and support services across a range of business functions.
- Experience working in office environment
- Experience working with the Microsoft office suite including Outlook calendar management
- Experience working as part of a team
- Purchasing and general accounts
- Demonstrated organisational skills and capacity to manage a multiplicity of tasks, set priorities and achieve tight deadlines.

Skills:

- Outstanding organisational skills, and a demonstrated ability to meet diverse and conflicting deadlines in high volume work environment.
- Strong professional personal presentation, with an attitude of service and support. Good attitude towards teamwork and works productively and respectfully in a team.
- Excellent interpersonal, oral and written. communication skills and good attention to details
- Intermediate level skill in the Microsoft Office suite in particular Excel.
- Excellent analytical and problem-solving skills

Desirable Experience:

- Experience in international development & NFP sector.

Qualifications:

Tertiary studies or qualification in Business Administration or relevant business discipline or extensive demonstrable experience.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect (**note: all positions are classified as having indirect or incidental contract with children**) This position does not involve "Working with Children" either direct or indirect. (**Please delete as appropriate**)

Travel:

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

This position may involve domestic and international travel for in country support.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children