



We partner with people on the autism spectrum, their families and communities to remove barriers and realise potential.

Property & Facilities Administration Officer

Team	Property
Location	Sunnybank & Brighton
Manager	Property Coordinator

Purpose

The purpose of this position as Property and Facilities Administration Officer is to provide professional administrative support remotely in the maintenance and development of Autism Queensland's property, facilities, and motor vehicle fleet.

Responsibilities

- Identify, develop and implement strategies to improve administrative processes related to property, facilities, and motor vehicle fleet management, in consultation with the Property Manager
- Provide general administrative and project management support to the Property Manager, including but not limited to development projects, leasing and licensing, acquisition and disposal, and service provider contracts
- Coordinate Sunnybank vehicle fleet cleaning, registration, servicing, general maintenance, and quotations for insurance claims and repairs
- Assist with contractor engagement and induction, including development, completion and recording of safety documentation
- Monitor the maintenance request system, assigning jobs, assisting maintenance officers with administrative tasks, following-up and closing tickets as relevant
- Establish and maintain accurate property records and a filing system, ensuring compliance with legislation, regulatory frameworks and AQ policies and procedures
- Manage property damage claims
- Contribute as a member of the organisation-wide administration team, providing support and collaborating on administrative process improvement projects as required

Key Performance Indicators

- Provision of responsive, accurate and timely administrative support whilst operating remotely off-site
- Timely and efficient performance of vehicle fleet maintenance duties
- Workflow, system and process improvements are identified and effectively implemented
- Written and verbal communications and correspondence are professional, customer-focused and handled promptly with appropriate sensitivity and confidentiality
- Maintenance of accurate, up to date records including fleet, contractor and lease information management
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Requirements

- Minimum qualification of Certificate III in Business Administration
- Minimum 3 years' experience in property and facility administration
- Demonstrated ability to understand, interpret and carry out the requirements of relevant legislation
- Demonstrated organizational skills with proven ability to work remotely, autonomously and manage multiple tasks while meeting established timeframes and competing deadlines
- Demonstrated ability to evaluate, redesign and implement systems and services to meet the needs of a changing organizational environment
- Demonstrated strong attention to detail
- Demonstrated written and verbal communication skills, including proven ability to liaise, consult and negotiate effectively with internal and external stakeholders
- Ability to problem solve using procedures and guidelines and the application of professional knowledge
- Advanced proficiency in the use of MS Office suite, with intermediate to advanced skills in Outlook, Word and Excel

Highly Regarded

- Certificate IV qualification in Business Administration
- SharePoint and Jira experience
- Administrative experience in the not-for-profit sector

Special Requirements

- Current open driver's license
- May be required to use own vehicle for work purposes
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: Nov 2024