



Position Description: Administrative Assistant

Background

The Australia-Korea Business Council (AKBC) exists on behalf of its members to promote and further the Australia-Korea bilateral relationship. Since 1978, AKBC has been committed to promoting two-way trade and investment with the Republic of Korea, fostering economic cooperation and partnerships between the Australian and Korean business communities. Korea is one of Australia's largest bilateral trading partners and the opportunities for deepened engagement and economic success are increasing.

The AKBC provides its members with a forum for the exchange of the latest information on economic, financial and commercial developments in Korea and Australia. Chaired by Hon Simon Crean, the AKBC works closely with senior business leaders in Australia and Korea, governments in Korea and Australia and business communities to enrich relationships, promote understanding of opportunities and ultimately, further increase trade and investment.

The role

The Australia-Korea Business Council is looking for one full-time administrative assistant to join our small team. Applicants may be based in any State or Territory of Australia. Applicants outside of Melbourne will be expected to work from home. Applicants based in Melbourne will be expected to work both from home and also from our office in Melbourne CBD. The assistant will report to the Executive Director.

Job description

The role will be varied and diverse. Some of the activities you will be required to assist with include:

- Preparing papers and minutes for AKBC board meetings and sub-committee meetings
- Desktop research into Australian business activity in Korea and vice versa
- Updating social media with relevant Australia-Korea business news
- Updating website with latest AKBC news and events
- Office administration including filing, generating reports and presentations, setting up meetings
- Making travel arrangements for the Executive Director and Chairman
- Greet and assist visitors
- Event planning.

Requirements:

- Applicants must have a strong interest in Australia-Korea bilateral relations and a degree in international relations or other related field will be viewed favourably
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines in a fast paced and dynamic environment
- Prior administrative experience with excellent computer skills, especially typing
- Korean speakers are preferred
- A strong desire to succeed with a strong work ethic and attention to detail.

How to apply

Please send your cover letter, resume and availability to Liz Griffin, lgriffin@akbc.com.au.