



## Position vacant

# Administration Officer Communications & Marketing

The Law Society of New South Wales is looking to employ an Administration Officer in its Communications & Marketing Department on a part time basis. With a weekly work schedule of 14 hours, this can be completed in either 2 or 3 days per week. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 2 August, 2019.

### Responsibilities

This is a high-quality customer service and varied administrative support role. The incumbent is required to exercise judgment, set priorities, and schedule work to meet deadlines. This role offers critical administrative support to the marketing, communications and publications teams.

### Key Accountabilities

- Action invoicing and payment requests and queries on behalf of the department in a timely, efficient and professional manner.
- Undertake filing and mailing duties, including correspondence and preparing finance and sales reports.
- Establish and maintain effective working relationships with staff, members, customers and suppliers
- Administer Law Society Journal (LSJ) subscriptions for print and online
- Handle ad hoc LSJ tasks including monthly movie ticket giveaway, LSJ Flipping book upload, and invoicing from freelance suppliers
- Prepare and vet the LSJ monthly mailing list for our external mailing house, using data from internal reports.
- Receive and fulfil orders for all department products: Diary, LSJ, subscriptions, and classified advertising.
- Maintain databases and accurate listings of products and information on the Law Society website.
- Dispatch of hard and/or soft copies of LSJ and LSJ articles to staff, authors, contributors, partners and advertisers.
- Take classified orders for LSJ, liaising with the finance department over invoicing and payments, and maintaining an advertising database in conjunction with the Advertising Sales Manager. These duties involve operation of the Pongrass advertising system, Microsoft Word and Adobe InDesign.



- Responsible for the good order of the department's storeroom, stationery and other supplies, stock-on-hand and photocopier.
- Answer incoming phone calls and answer queries where possible, taking a message or transferring calls where necessary.
- General filing, printing, photocopying and assisting the publications, communications and marketing teams with odd jobs as they arise.
- General administrative duties as required.

## Requirements

You'll be joining a dedicated team where your contribution will be truly valued. Previous experience in an administrative role, strong customer service skills, word processing and data entry are all essential. Experience in a sales and marketing environment is ideal but not essential. To be successful in this role you need to be personable organised, efficient and independent and will require:

- Proven ability to use clear, concise language in correspondence.
- Ability to practise open communication, lead by example, and effectively provide honest and constructive feedback.
- Promote collective achievement: contribute to the development and achievement of group objectives.
- Demonstrated ability to develop clear project plans and timelines, and regularly communicate with stakeholders including team members.
- Ability to plan and organise self and others to ensure the timely completion of tasks.
- Ability to work under pressure and to deadlines.
- Experience with Microsoft office products.
- Experience with WordPress, Adobe InDesign and a content management system would be viewed favourably however we are willing to provide training.

## Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to [recruitment@lawsociety.com.au](mailto:recruitment@lawsociety.com.au)