

Facilities Support Officer (12 month maximum term)

ASX Position Description

ASX “All Roles Flexible”

ASX offers mutually beneficial flexible working arrangements.
We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot		What’s On Offer
Role:	Facilities Support Officer (12 month maximum term)	Providing assistance to National Facilities, Meeting Co-ordination, Event & Catering Co-ordination and ASX business units throughout the day. Working with a small team of three over two sites on a weekly roster, the Facilities Support role is diverse role, providing a high standard of customer service to internal staff and external clients.
Reports to:	Team Leader – Facilities Support	
People Management:	N/A	
Budget:	N/A	
Team:	National Facilities	
Date:	March 2019	
Location:	Sydney & Artarmon, NSW	
Flexible Role:	Yes	

What you’ll do:

- Open, sort, collate and distribute all incoming mail and couriers
- Deliver newspapers and fruit to their drop off locations
- Collect all outgoing mail from mail points for collection, and collate and frank mail for collection by agreed timeline
- Ensure that high priority incoming and outgoing mail is processed in accordance with its priority
- Organise local, domestic and international couriers and ensure items are delivered in a timely manner
- Follow current procedures for identifying and handling suspicious mail
- Coordinate transportation of material used at local, domestic and international events
- Work a flexible rotating roster between Bridge and Artarmon Office
- Ordering, maintaining and replenishing canteen supplies at Bridge and Artarmon
- Maintain cleanliness of ALC breakout areas
- Operate walkie stacker as needed
- Provide support for small office moves
- Additional responsibilities include, set up/break down of training room and meeting spaces as needed and catering support for events at ALC as required
- Carry out other duties as required, including but not limited to, archiving, replenishment of consumables for multifunctional devices, bulk mail outs, photocopying, binding, payment of invoices

What you've done:

- Has experience in an mailroom environment
- Basic knowledge in MS Office, Excel and Word
- Working as part of small team
- Work with all levels of management
- Using problem solving skills
- Displayed organisation skills
- Able to move office furniture and some heavy lifting

And if you've got some of this, even better:

- Previous experience in one or more Mailroom, Facilities, Catering and Events
- Competently operate mailroom equipment e.g. binding, franking machine
- Workplace Health and Safety knowledge e.g. Is it safe to open course and manual handling course
- Forklift experience
- Food and hygiene experience

What you need to enjoy and be good at for this role:

- Ability to work in a team environment and autonomously
- Desire to learn new skills
- High level of customer service
- Reliable, punctual, consistent and flexible
- Good oral and written skills
- Friendly and approachable
- Listen and follow instruction given