



CORPORATE SERVICES MANAGER

- **2 years Fixed Term**
- **\$69-71K + Super**
- **NFP Salary Packaging benefits**
- **35 hours pw + leave loading**
- **Flexible work hours + TIL**
- **Central Wollongong location**

The Opportunity

As a pivotal member of the MCCI Management Team, the Corporate Services Manager is responsible for supporting the Chief Executive Officer in developing & implementing plans and strategies relating to: corporate administration, human resources management, marketing & events, information technology, facilities management, and MCCI board support.

Although you will have four direct reports, this is a multifaceted, hands-on role where you will be required to show initiative and judgement to support the whole MCCI team. You will have a passion for people and for delivering high standards of support and service.

About You

The successful candidate will meet the following selection criteria:

- Ability to develop and implement effective operational plans and activities to support organisational requirements
- Demonstrated experience and understanding of human resources and personnel management issues
- Experience in implementing and monitoring operational budget and providing support to the Finance Manager with payroll administration capability
- Demonstrated high level interpersonal, teamwork, oral and written communication skills
- Experience in managing relationships with business suppliers and internal and external stakeholders
- Previous experience in producing management reports, and leading / implementing business improvement projects
- Minimum of 3 years' experience in a similar role
- Demonstrated experience in managing one or more key corporate services functions including: human resources, marketing/event management, records management, WHS, assets/facilities management, IT, learning & development
- Demonstrated ability to be highly organised, effectively manage competing priorities, and to use own initiative and judgement

About MCCI

The Multicultural Communities Council of Illawarra (MCCI) is a peak not-for-profit community organisation which has been operating in the Illawarra for over 40 years covering a wide range of projects, including care services.

For more information about what we do, refer to our website www.mcci.org.au or for a confidential discussion regarding this position, call Chris Lacey, CEO on 0400 525 356. For further information and Position Description, refer to the 'Work with Us' page on our website <http://www.mcci.org.au>

Applications are to include a covering letter addressing the selection criteria (refer to Position Description) and CV and be submitted via SEEK, or via <http://www.ethicaljobs.com.au/> or email recruitment@mcci.org.au by **COB Wednesday, 22 November 2017**.