

Operations Coordinator

Position Description

Position Title:	Operations Coordinator
Reports to:	Operations Manager
Employment Basis:	Full-time or part-time. We are open to discussing different arrangements with potential candidates, including the structure of hours.
Location:	Melbourne, VIC — hybrid

Position Purpose

To provide coordination and administration across project/proposal support, finance, IT systems, and people processes, ensuring the smooth day-to-day operation of the firm's business systems and supporting a positive employee experience from onboarding through to offboarding. Alongside Key Accountabilities as listed below, the role also involves other related and sometimes one-off tasks (e.g. supporting end of year staff lunch and client gifts).

Key Accountabilities

Project & Proposal Administration

- Coordinate contract reviews and compliance support on proposals as needed
- Set up new projects in Monday.com and Teams
- Manage subcontractor agreements and compliance
- Coordinate panel management, reporting, and compliance
- Coordinate certificates and qualifications tracking
- Support proposal submissions and general operations admin requests

People & Culture Coordination

- Coordinate onboarding and offboarding (following established process)
- Coordinate training — scheduling, register maintenance, external provider liaison
- Coordinate the biannual PD (performance/development) cycle
- Coordinate graduate recruitment
- Administer employment contracts

- Support team communications and event planning

Finance Administration

- Own end-to-end accounts payable
- Manage aged debtors
- Administer leave management and reporting
- Support invoice forecasting
- Coordinate insurances
- Triage payroll queries
- Manage select vendor relationships (e.g. telco/utilities)

IT Systems & Technology Coordination

- Run weekly IT stand-ups
- Maintain website updates
- Support cyber resilience planning
- Triage IT support requests
- Manage hardware procurement and the IT asset register
- Provide SharePoint admin support
- Administer and enter people and project data into Monday.com

Tools & Licensing

- Provide template management and technical support
- Provide technical support for Efficient Elements
- Coordinate virtual machines (VM)
- Manage licences and subscriptions

Ideal Candidate

- Strong generalist administrator, comfortable moving across finance, IT, operational and people tasks in the same day
- Good problem solving skills and interest in process improvement including using a range of technology tools
- Work independently – self starter as well as strong collaboration orientation
- Strong communicator
- Genuine interest in people processes
- 2–5 years professional experience

Indicative Remuneration

\$80,000–\$95,000 FTE base salary, reflecting the breadth of ownership across finance, IT, and people functions relative to a standard operations coordinator role. To be confirmed against internal parity and formal benchmarking.