

POSITION DESCRIPTION

Job title:	Administration Coordinator
Position details:	Permanent Part-time, 32 hours per week
Reporting to:	Operations Manager
Direct Reports:	Nil
Primary Location:	2 Wingrove St Alphington

ABOUT US

The vision of Melbourne Farmers Markets (MFM) is “connecting urban communities with Victorian farmers.” Our social purpose is to support communities at both ends of the shortest possible food supply chain, and to facilitate direct personal, financial and educational exchanges between regional and urban Victorians.

Pre-COVID19, MFM managed seven accredited farmers markets across Melbourne. Whilst four of our seven sites were forced to close, we continued to trade throughout 2020 with determination and continual adaptation to the dynamic environment. 2021 is about consolidation, rebuild and grasping the opportunity to change and improve our enterprise.

PURPOSE OF POSITION

The Administration Coordinator will work across the entire MFM business, fulfilling both scheduled and ad-hoc administrative tasks, including:

- First point of contact for public and stallholder enquiries (phone and email)
- System administration, particularly SharePoint and cloud-based IT functions
- Collation and distribution of market reports
- Financial reconciliation of market activities
- Data entry, data cleansing and database management, including administering the MFM booking software
- General office support

This role will have touchpoints throughout the entire MFM business, including:

- MFM finance, stallholder coordination and operations for market days
- Social media and marketing activities in consultation with the Communications Coordinator
- COVIDSafe site visitation, co-working spaces and general business in consultation with Operations Manager
- MFM Kitchen clients, MFM Depot clients and growing spaces

In the coming months, MFM will be further investing into the site, expanding our distribution centre and establishing short supply chain food loops. MFM will also be activating plans for onsite events with a particular focus on outdoor dining.

A particular focus is expanding on existing initiatives to engage with diverse communities such as indigenous groups (First Nation Food Foundation, Outback Academy Australia) migrant women (ie Global Sisters), young people (STREAT) and vulnerable Victorians through our social enterprise foundation partnership in Moving Feast. Within all of these elements of MFM business, the Administration Coordinator will play an important role.

KEY SKILLS

- Excellent interpersonal, written and telephone communication skills.
- Outstanding organisational skills that will thrive and come to the fore in a fast-paced office environment.
- High level of computer and cloud literacy, particularly in Microsoft Office 365, SharePoint, Access and Outlook.
- Excellent attention to detail coupled with an ability to problem solve and multi-task.
- Strong interest in local food systems and building community resilience.

PREFERRED EXPERIENCE / PERSONAL ATTRIBUTES

- Minimum 5 years in an Office Administration environment, event sales or office administration role
- Workplace experience in hospitality, social enterprise, local food systems, community sector
- Empathy for Victorian farmers, food producers and small business
- Experience with online booking systems