



360Edge is expanding!

The job

An opportunity to support a growing and dynamic team of consultants in the health services sector with your amazing administrative abilities.

360Edge is a great place to work

We are one of Australia's leading health consulting companies specialising in the alcohol and other drug, and allied, sectors providing a full suite of advisory services to help health service organisations accelerate change.

Our values of honesty, integrity and excellence are at the core of everything we do. We live these values within the team and with our customers and collaborators.

We collaboratively and holistically work with our clients at every stage, wherever they are in the cycle of change. Our team of experienced 'pracademics' take a 360 approach to viewing situations from multiple perspectives.

Our streamlined approach to service development demystifies the process, gets everyone on board, and gets the best job done.

We work with leading international organisations, governments and not for profit agencies right across Australia and the world.

We are looking for a casual administrative assistant

As administrative assistant, you will contribute to the smooth running of the organisation by providing the senior leaders with high level administrative support. We are looking for someone who can manage multiple tasks under time pressure.

Depending on your skill set, this position could be combined with one of our currently advertised positions, including project manager and research assistant.

If you have experience working in a fast paced complex environment and want to be part of a growing dynamic team that puts our clients and the people they work with front and centre, we'd love to hear from you!



You must be

- **Driven** to do work that creates positive practical impact for health services and the people who use them
- **A creative thinker** that is excited by solving unique and complex problems
- **An excellent collaborator** with energy and enthusiasm for working closely with both team members and our customers throughout the project design and delivery
- **Resilient** to a changing environment and to challenges to your work
- **Independent and a self-starter**, able to work remotely, sometimes in isolation, with minimal supervision
- **A strong communicator with** the capability to think, articulate and write logically, clearly and simply

You must have

- At least two years' experience in administrative support roles. Experience in a research or consulting environment would be highly regarded
- Exceptional computer skills, including genius-level ability with MS Word and PowerPoint
- Extraordinary attention to detail
- Excellent organisational skills
- Strong problem solving skills

The fine print

360Edge is a flexible workplace that offers consulting opportunities on a contract per project and employment basis. We are an equal opportunity employer and welcome applications from people of all background, including women, people who are LGBT+, Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds. We are a remote team so you need to be comfortable and productive working independently from home or a remote office. Our consultants are based around Australia. Many of our projects are interstate, so you may be required to travel. To be eligible to apply, you must be legally able to work in Australia.

If you think you have what it takes submit an application showing us how you meet the requirements of the job plus your CV to talent@360edge.com.au.