

Position Description: Western Australian Business Manager

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking a Business Manager to work within the Western Australian Team.

Location: Perth

Time commitment: 8-12 hours per week

Reporting to: Western Australian State Director

Key responsibilities:

- Overseeing human resources in Western Australia
- Assisting the National Business Director with sponsorship tasks such as establishing relationships with stakeholders and implementing our fundraising strategy
- Ensuring compliance with laws, regulations and internal policies as directed by the National Business Team
- Managing and recording finance activities in Western Australia for communication to the National Finance Team

Training and learning opportunities:

- In-house training
- Ongoing support from the National Business Director and the Western Australian State Director
- Opportunity to develop relationships with professional mentors
- Allowance to undertake training courses relevant to the role

The ultimate candidate should...

- Have some education or experience in commerce, business administration or finance
- Have excellent written and oral communication skills
- Demonstrate strong organisational and time management skills
- Be a competent computer user and proficient in Microsoft Office
- Have high level interpersonal skills
- Be able to meet a time commitment of 8-12 hours per week



How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to recruiting@leftright.org.au

Hard Heads, Soft Hearts & Young Minds...

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