



Position Description

CBX Job Code	CBX-GEN-001
CBX Position Title	Office Administrator
Project / Business Title	Office Administrator
Reports to	Executive Director
Security Clearance	Baseline
Mobility	Nil

About the Business

Clearbox Systems is a technology company focused on the development of new techniques for the Operations and Management of Communications Networks and the Electromagnetic Spectrum.

A privately-owned Australian SME, Clearbox Systems has been delivering solutions to Military, Government and Commercial customers around the world since 2007.

About the Role

Reporting to the Executive Director, this is an Office Administrator role to immediately join our Canberra based team.

You will be self-motivated and rigorous, and enjoy being busy and having a variety of responsibilities. You will need strong communications skills and have excellent attention to detail.

Duties include, but are not limited to:

- Managing the day-to-day running of the office, including reception duties and meeting coordination
- General office management
- Administrative and project support to the team, including desktop research, preparing and formatting documents and presentations and distribution of marketing materials.
- Providing Executive support including diary management and travel support.
- Assisting with the development and maintenance of databases and stakeholder lists.
- Event organisation and management, both internal and external.
- Assisting with expense reports and maintenance of office records.

Skills and Experience

Essential

- This role requires an Australian Citizenship as you will be sponsored for a Baseline Australian Government Security Clearance.
- Previous experience in a corporate environment
- Proficient in MS Office applications (Word, Excel, Outlook, etc.,)

Desirable

- Existing Security Clearance highly regarded by not mandatory
- Experience working in Defence or Space Industry
- Previous experience as a personal or executive assistant