

National Secretariat - Australia India Business Council

- Utilise your background in the non-profit sector, business and/or government
- Bring your love of member/industry facing roles coupled with financial management, event management and administrative skills
- Work closely with the National Chair, Vice Chair, Company Secretary, National Treasurer, and Board of Directors to support bilateral trade/ investment initiatives
- Will work closely with some State Secretariats as a guide and supervisor

Australia India Business Council (AIBC) is the peak and only national body representing bi-lateral trade and investment relations between Australia and India. For more than 3 decades, this non-profit, limited liability company, membership organisation, has been showcasing opportunities to the bilateral business community through an active program of events throughout Australia.

We are currently looking for suitable candidates for the role of **National Secretariat**.

Your new role will see you play a pivotal role in:

- Administration (emails, documents, data entry & phone calls)
- Member management (including building relationships)
- Running member events from end-to end
- Member communications (including media releases, newsletters, website content)
- Ensuring the AIBC website, social media is up-to-date by liaising with our IT/ Social media teams
- Ensuring good governance and compliance
- Maintaining financial records including processing payments and related financial matters

To be successful you will need:

- Tertiary qualification in a relevant discipline, such as commerce, public policy, management, politics among others
- A minimum of 5-7 years of work experience in related fields
- Strong interest in the Australia-India relationship including a solid understanding of corporate Australia and a good understanding of business in India
- Ability to work in an organised and methodical fashion
- Outstanding communication skills including writing reports, board meeting minutes, media releases, white papers and the ability to manage sensitive conversations
- Ability to research & gather relevant information from a variety of sources
- An understanding and knowledge of business, investment and trade
- Ability to work within the team and adapt quickly to a changing environment
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner
- Ability to liaise and work cooperatively with multiple stakeholders and associated providers
- Maintain a high a standard of work and accuracy with excellent attention to detail
- Event management skills
- Digital and social media savvy

Please note the National Secretariat will also look after a few States which do not have their own local Secretariat. Between the National Secretariat responsibilities, and the State Secretariat responsibilities, we envisage this to be a full time consultant role.

To apply, please email your CV and covering letter to secretariat@aibc.org.au with the email subject:

National Secretariat Application - First Name, Last Name.

Applications will close by Saturday 10 March, 2018.