



POSITION DESCRIPTION

Position: Property & Logistics Assistant P&L.07
Reports To: Property & Logistics Manager
Classification: Band B

CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#). Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION / TEAM SUMMARY

The Corporate Services Division incorporates governance, finance, legal, risk, information technology, property and logistics. The focus of the Division is to ensure Cancer Council's Corporate Services operate to the highest standards of efficiency and effectiveness to ensure compliance and support the organisation to deliver on its Strategic Priorities. The Division also works to ensure the protection and optimisation of the Council's financial and business assets, and reputation.

Our customers include Cancer Council Staff and Volunteers, Board and Committees, our Donors and Supporters, Funders and Researchers, as well as our State and National Cancer Council partners.

The Property & Logistics team deliver the following functions:

- Management of building operations and maintenance
- Warehouse Operations & Logistics, our warehouse team despatches retail goods, fundraising kits, and support and prevention collateral amongst a number of other items and is further complemented by volunteers.

POSITION SUMMARY

The Property & Logistics Assistant supports responsible the day-to-day operation of in-house property services and systems and is the primary point of contact for all Property & Logistics matters whilst also offering assistance to the Revenue Processing and Warehouse Teams at peak periods throughout the year.

Reporting to the Property & Logistics Manager, this role will support in the management of daily maintenance and contractors, and complete administrative tasks required by the Property & Logistics team.

RESPONSIBILITIES

Property Operations

- Coordinate and support the day-to-day function of Building Operations
- Assist the Property & Logistics Manager to support a range of service provider contracts and contractors
- Identify and escalate risk to Property & Logistics Manager and liaise with the Risk Management team
- Be the primary contact point for all Property & Logistics matters
- Monitor, action and escalate issues logged via the Property & Logistics helpdesk
- Process requisitions for the building services team in the Oracle software.
- Monitor and update the Property & Logistics information on the Cancer Council Victoria Intranet
- Assist with the day-to-day processes and procedures for OH&S, First Aid and Emergency Warden functions, including organising training
- Assist the Property & Logistics Manager with process improvement, identification and implementation across all property and logistics functions

Logistics

- Conduct shuttle services between Head Office and the Warehouse as required
- Coordinate daily mail room activities including inbound/outbound mail
- Maintenance of Fleet vehicles
- Maintenance of the in-house security system, including the issuing of staff access passes
- Maintain kitchen amenity consumable stock inventory as well as office supplies

Administration

- Assist with the day-to-day operations of the Warehouse team including pick/pack duties, stock receipting, administrative support and shuttle services as needed
- Assist with the day-to-day operations of the Revenue Processing team during peak periods

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Experience in a similar support role within a property and/or facilities environment.
- Excellent interpersonal and communication skills (phone, written and face to face) with the ability to engage others in a friendly and personable way
- Positive in all interactions and solution-focussed, always willing to help and clearly demonstrating commitment to team work
- Proactive self-starter with a proven ability to manage time and to prioritise duties to ensure maximum efficiency
- Intermediate computer skills across the Microsoft Office suite, particularly Outlook and Word.
- Demonstrated ability to document and maintain accurate records.
- Physically able to handle manual loads and move goods around the building
- Drivers Licence

Desirable Criteria

- Experience as a Fire Warden and/or OH&S Representative

Special Requirements

- Non smoker
- Willingness to be an emergency contact and undertake occasional after-hours work for which time-in-lieu will be provided
- Right to work in Australia
- National Police Check