

ULI AUSTRALIA - ROLE DESCRIPTION

ROLE:	Administrator, ULI Australia
JOB TYPE:	Part-time (Approx. [25] hours per week)
LOCATION:	Flexible – some work place share, some working home
SUPERVISOR/MANAGER:	Executive Director – ULI Australia
KEY RELATIONSHIPS:	ULI Australia National Council National Council Committee Chairs Membership ULI Asia Pacific Head Office

ABOUT ULI

The Urban Land Institute is an international, membership-based nonprofit research and education organization. Founded in 1936, the Institute now has almost 40,000 members worldwide representing the entire spectrum of land use and real estate development disciplines, working in private enterprise and public service. A multidisciplinary real estate forum, ULI facilitates the open exchange of ideas, information, and experience among local, national, and international industry leaders and policy makers dedicated to creating better places. [urban land institute](http://urbanlandinstitute.org)

Across Asia Pacific and Japan, the Institute has more than 1,800 members with a regional office headquartered in Hong Kong and active national councils in Australia, Chinese Mainland – Beijing and Shanghai, Hong Kong, Japan, Philippines, Singapore and South Korea.

ULI Australia is expanding its network in Australia, with around 400 members across all disciplines of the property development sector. ULI Australia engages with its members through a range of events from panel discussions, keynote addresses, Boardroom functions, industry briefings and mentoring programs.

ULI Australia promotes best practice through conversation, sharing of ideas and concepts, and case study that consistent with its goal to influence the creation of great places.

ROLE SUMMARY

The Project Co-ordinator/Administrator provides support across the full range of ULI Australia initiatives to ensure the success of the ULI Australia and its programs, nationally and regionally.

The role combines responsibilities in administration, stakeholder management and event co-ordination. Workload may vary across the ULI Australia annual calendar, thus requiring flexibility in approach and working arrangements.

RESPONSIBILITIES

Administrative / Customer Service

- Manage the full range of administrative activities required for ULI Australia.
- Administer the formal meeting process including scheduling meetings, coordinating meeting Papers, taking minutes and ensuring committee and attendee lists are accurately maintained.
- Act as the primary point of contact for member/customer enquiries and manage the ULI Australia mailboxes and general correspondence.
- Manage the membership database and report on membership status and trends to the Executive Director and to Membership Committee.
- Coordinate with Asia Pacific and Global Head Offices to ensure smooth execution of global and regional programs are delivered into Australia
- Support printing and delivery of any ULI related documents, as required.

Financial

- Support the Executive Director in budget planning and administration by ensuring monthly financial reports are accurately entered and reported against.
- Prepare and manage event budgets as required.
- Prepare monthly payment schedules and submit batch invoicing to Head office for payment.

Marketing and Communications

- Manage the Australia National Council website content
- Create and manage an event webpage for the ULI AP website and oversee the ongoing content, and correspondence relating to events
- Manage the process of event marketing and communication of events to the membership
- Manage Australia social media channels – Facebook, LinkedIn, Twitter – and share content with AP marketing for regional distribution



Event Management

- Ensure targeted events marketing is in place for all events including the management of event correspondence from customers/clients.
- Ensure event logistics such as venue negotiation and registration management are planned for and reported back to the Executive Director and event organizer in a timely manner.
- Attendance at events to oversee event logistics and ensure successful delivery of the event
- Keep stock of ULI event collaterals such as banners, tablecloth, and the like.

SKILLS & EXPERIENCE

Qualifications / Experience

- Relevant working experience in event management and/or office management
- Currently studying and/or completed study in Business Administration, Marketing, Communications or Event Management

Skills and Approach

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Well-developed organization skills with the ability to meet deadlines
- Ability to work autonomously without close management/supervision
- Flexible approach to workplace and workplace management
- Ability to respond to demands as they arise with capacity to address variations in workflow and activities