



BUSINESS SUPPORT OFFICER

POSITION NO.	2002
SALARY	\$69,522 - \$78,288 per annum
SUPERANNUATION	9.5%
WORKING FRACTION	Full time, flexible work arrangements will be considered
BASIS OF EMPLOYMENT	Fixed Term contract for 1 year
LOCATION	Monash University, Clayton Campus
HOW TO APPLY	<p>Please submit a single PDF document containing a cover letter, CV, response to selection criteria, and details of at least two professional referees to careers@onko-innate.com, with the Position Number in the email subject.</p> <p>Closing date: Sunday 27 September 2020, 11:55pm AEST</p>
CONTACT FOR ENQUIRIES	Recruitment officer, oNko-innate Pty. Ltd. careers@onko-innate.com

ORGANISATION

oNko-innate Pty. Ltd., founded by Prof. Nicholas Huntington and Dr. Jai Rautela, is a research-intensive immuno-oncology biotechnology company dedicated to target identification, validation and subsequent development, manufacturing and commercialisation of drugs and cell therapies for the treatment of cancer. oNko-innate leverages a 20-year academic background in fundamental Natural Killer "NK" cell biology and cutting-edge in-house research platforms to define and drug the dominant molecular mechanisms responsible for NK cell function and tumour detection. At oNko-innate we believe that the next major advances in cancer immunotherapy will result from strategies that recruit, integrate and activate a more diverse immune response. With our leading understanding of NK cells as a key coordinator of efficient anti-tumour immunity, we are identifying and developing the next generation of immunotherapies.

oNko-innate Pty. Ltd. is located within the biomedicine precinct at Monash University in Melbourne. Monash is the largest University in Australia with one of the largest and most dynamic biomedical research and teaching environments in the Southern Hemisphere. Our unique position enables us to leverage world class research infrastructure and an integrated network of core technology research platforms and research capabilities spanning biomedical research and clinical translation.

Please visit www.onko-innate.com to find out more.

POSITION OVERVIEW

A unique opportunity exists for a Business Support Officer who is flexible and adaptable and has strong interpersonal and communication skills to join the team at oNKO-innate Pty. Ltd.

The Business Support Officer's key responsibilities are to provide office management, administration services in relation to the finance and accounting functions of the business, human resources and governance administration services, and relationship management, to support the operations of oNKO-innate Pty Ltd.

The Business Support Officer undertakes key functions to coordinate the day-to-day operations for the oNKO-innate office including: drafting and editing correspondence, facilitating communication and workflow, scheduling meetings, event coordination, providing administrative support for leadership meetings, calendar and travel management, building and maintaining strong relationships with staff and external collaboration partners.

SELECTION CRITERIA

- 1.** Ability to work as an effective member of the oNKO team as well as the ability to exercise high levels of confidentiality, adaptability, judgement and initiative.
- 2.** Use of organisational, analytical, problem solving and communication skills to support the day-to-day operations of oNKO-innate.
- 3.** Provide administrative and support services including documentation management, calendar and travel management, event coordination.
- 4.** Liaise with and act as conduit between senior managers and stakeholders, colleagues and external partners to coordinate meetings, communication, taking and preparing of meeting agendas/minutes, meeting papers, with reporting, implementation and follow-up of action items.
- 5.** Coordinate human resources administration, finance administration and budget planning using standard internal budgeting models.
- 6.** Excellent written and oral communication skills and the ability to build and sustain successful working relationships with a network of internal and external stakeholders to facilitate communication, understand business needs and deliver effective, consistent support services.