



DREAMTIME ART

CREATIVE CONSULTANCY

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YouTube [dreamtimeaustralia](https://www.youtube.com/dreamtimeaustralia)

ADMINISTRATION SUPPORT

Dreamtime Art Creative Consultancy (DACC) is an established Aboriginal owned business with 25 years of industry experience. Our business values the relationship of clients and people as human capital, bringing their own experiences to our way of thinking.

We provide clients with innovative and adaptive Cultural solutions based on best practices while exceeding the expectations of our clients' work parameters. We specialise in Graphic Design, Art Commissioning, Architectural Art Integrations, Art Leasing and Licensing, Awards and Plaques, and a host of other solutions.

DACC is a unique company that celebrates and practices inclusive and respectful relationships. We can provide the right person flexible working hours and the option to work from home. We believe in having a healthy work-life balance in everything we do.

DACC is comprised of a hard-working team that pushes clients' assumptions and boundaries, in turn gaining access to great outcomes and building awareness in the clients' workplace through the Beauty of Art. Part of our empowerment process is to talk about Culture every day. This practice allows us to explore, get Creative, bring vibrant and innovative ways to deliver projects.

DACC is an employer who works closely with Aboriginal and Torres Strait Islander Australian Cultural practices and complexities. As a part of the DACC team you will learn about our First Peoples through your work and interactions. This is a unique opportunity to work closely with us while bringing your creative flair to our deliverables.

We are seeking an enthusiastic Administration team member to assist in fulfilling the daily administrative tasks for DACC with a start of 2-3 days per week.

Requirements:

- Assist with collecting and organising related client documents and ensure documents are accurate
- Assist DACC with drafting statements and submissions for clients
- Develop workplace policies and procedural workflows for DACC
- Manage client database using HubSpot Migration software and meeting/follow up scheduling
- Prepare documents and assist with lodging applications
- Proficiency in Microsoft Office 365, including Publisher, to complete admin tasks
- Answer incoming emails and phone calls
- General database and file management
- Manage client renewal contracts for DACC leasing and licensing products
- Other soft ad hoc duties as required

What we are looking for:

- Skill to work through remote workplaces via Microsoft Teams, Monday and HubSpot
- Highly developed written and verbal communication skills
- Ability to prioritise workload with an ability to multitask for DACC and client deadlines
- Strong work ethic, organisation and ability to work autonomously during Covid-19 restrictions

How to Apply?

Please send your CV and a cover letter demonstrating your suitability to the role.

Please call Fatima on 0404 010 926 to discuss any further details and send your applications to admin@dreamtimeart.com.au

Job Type: Paid Part Time

Contract length: 3 months

Part-time hours: 16 per week

Benefits: Work from Home

Schedule: Flexible Work Hours

Dreamtime Art Creative Consultancy acknowledge the People of the Kulin Nation - Boon Wurrung, Dja Dja Wurrung, Taungurung, Wadawurrung and Wurundjeri and all First Peoples of Australia as the First Peoples of the lands and waters in which we live, work, study and play.

We pay respects to Elders and ancestors past, present and emerging and to the children with whom the continuation and preservation of culture rests.