



GIVIT

GIVIT.org.au

Office Administrator

Join one of Australia's most exciting and innovative not-for-profits, where your passion for organisation and people-focused support helps achieve real community impact.

- Part time permanent - 5 hours per day Monday to Friday
- Working from our inclusive Milton office
- Salary + super + leave loading + NFP salary packaging, rewards and perks

About GIVIT

GIVIT inspires generosity to meet real need. We're a national not-for-profit that partners with thousands of charities and organisations to ensure Australians experiencing hardship receive exactly what they need, when they need it most.

Through our unique online donation platform, donors can give in the way that matters to them – whether that's money, goods or time. From helping a family recover from a bushfire, to supporting a mum and her children impacted by domestic and family violence or providing essential items to a young person living with a disability – GIVIT makes giving smart, sustainable and impactful.

About the Role

You're an organised, proactive and people focused Office Administrator with strong communication skills and a knack for creating smooth, efficient processes. Excited by the chance to support the team behind one of Australia's most innovative and impactful not-for-profits, you thrive in a dynamic environment where no two days are the same.

In this role, you'll help keep our office running seamlessly while supporting the wider team. From managing our customer service inbox to coordinating office supplies and facilitating regular whole of team online meetings, your work will be diverse and meaningful. Confident with Microsoft 365, SharePoint and Teams, you enjoy refining systems and processes to make them clearer, more efficient and helpful for everyone.

Does this sound like you?

- Able to communicate clearly to a diverse audience online or in person.

- Highly organised with demonstrated office administration experience.
- Excellent work ethic, exceptional attention to detail and process-orientated approach.
- A collaborative team member who looks for opportunities to improve the workplace.
- Confident in using Microsoft 365 and comfortable adopting technology to enhance administrative tasks.

Why You'll Love Working at GIVIT

- Join a respected, award-winning organisation with national reach and local impact.
- Lead meaningful, life-changing work that supports communities in need.
- Join a dynamic, skilled, and passionate team that celebrates success.
- Professional growth and development opportunities.
- Attractive salary package, including salary packaging up to \$15,900 per year tax-free, + entertainment expense options + Novated Lease.
- Wellness, inclusion, sustainability, and continuous learning at the heart of our workplace.
- Access to professional development, including GO1 learning.
- The chance to shape how Australia responds to disasters and supports communities in need.

Are you interested in this position?

Shortlisting will commence from Tuesday 20th January 2026. Please see our GIVIT Careers webpage for a Position Description.

Apply via seek with your Resume and an amazing cover letter demonstrating your suitability for the role as per the position description. If you have any questions, please email questions to hr@givit.org.au.

GIVIT is an Equal Opportunity Employer. Those from minority or marginalised communities are particularly encouraged to apply. This includes but is not limited to people with a lived experience of mental ill health, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, LGBTQIA+ people, and people with disabilities.