

Role Title: Site Office Manager

Team: Operations

Department: Operations

Team Description

Ops oversees all of the teams that are present on site during the build. They work to ensure that they have all the resources that are required to perform their roles. Ops is the ultimate catch-all and fixer if issues should arise on site.

Role Summary/Purpose:

The site office manager is a role to support on-site Team Leads with administration tasks working out of the site office. The role will include entering receipts in xero, accessing info/contact via the internet and typing, printing, laminating and assisting the team leads in any other way required.

Major team projects for 2019:

- Develop procedures around the Site Office role
- Build up necessary equipment required for a fully functioning site office. Burning Seed does already own some but it will need to be expanded upon.

Working relationships:

- Operations Lead and 2IC
- DPI Lead and 2IC
- Effigy and Temple Lead
- Kitchen lead
- Master of Tech
- Sanitation Lead
- External Vendors and Contractors

Time Commitment/Dates required:

- **Year Round:** n/a
- **On Site:** Full time approx 6 weeks
- **Post-event:** n/a

Duties/Responsibilities

- Assist with setting up office and budgeting for equipment
- Administrative support for Operations staff and Department Managers
- Site Office phone and wifi accounts
- Cost out all necessary office and communication supplies etc and create a workable budget
- Radio dispatch/Oversee the usage of radio communication equipment and monitor radio traffic (partially shared with Master of Tech)
- Help Liaise with external vendors and contractors

Key challenges

- Developing a new role on the fly
- At times you will have to make do with improvised solutions

Necessary Qualities, Knowledge and Experience:

- Excellent communication and organisational skills
- Good administration skills
- Good at improvising

Desirable Qualities, Knowledge and Experience:

- Previous experience with Burning Seed or another regional burn
- Australian Drivers Licence

How to Join: Complete a registration form found on the [Burning Seed website](#), or contact Crew Wranglers at jointhecrew@burningseed.com with any questions.

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