

Role Title: Ops Admin (year round)

Team: DPI

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 and create site infrastructure. Ops is the ultimate catch-all and fixer if issues should arise on site.

Role Summary/Purpose:

The role of the year-round admin is to assist the various Ops team leads to complete their roles. Tasks may include: helping update policies and records, responding to email, getting quotes, drafting documents and completing afterburn reports. We have a lot of leads with very specialised skills but admin is not always one of them, help needed sometimes as simple as dictating a document.

Major team projects for 2019:

- Approach each team lead and assess their needs.
- Help each team lead to keep up to date records.

Working relationships:

- All ops leads

Time Commitment/Dates required:

- **Year Round:** 1-5 hours per week
- **On Site:** n/a but option to fill office manager role
- **Post-event:** n/a

Duties/Responsibilities

- Approach team leads and assess requirements
- Check that in boxes and drive folders are maintained
- Perform ad-hoc admin tasks as needed
- Assist in creating afterburn reports

Key challenges

- Working with different personalities
- Self-directed, making suggestions to what could improve team leads admin processors

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

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

Version and revision date: v1 (28/5/2019)