



Job Opportunity: Administration Coordinator

Tattarang, formerly known as Minderoo Group, is one of Australia's largest private investment groups and is owned by the Forrest family. Our investment portfolio spans across agri-food, energy, resources, property, hospitality, sport and entertainment. The group is made up of six business divisions: Fiveight, Harvest Road, SFM Marine, Squadron Energy, Wyloo Metals and Z1Z. We believe in investing for growth and pursue opportunities in both the listed and unlisted space with a long-term investment horizon.

Minderoo Foundation is a modern philanthropic organisation. We take on tough, persistent issues with the potential to drive massive change. We incubate ideas and accelerate impact. We push the limits of what is believed possible. Minderoo Foundation is independent, forward thinking and seeks effective, scalable solutions. We are proudly Australian, and one of Asia's largest philanthropies, with AUD \$2 billion committed to a range of global initiatives. Our team comprises over 75 employees across seven locations.

About the role

We have an exciting opportunity for an Administration Coordinator to join our Legal team, based in Perth at the iconic Old Swan Brewery. You will be responsible for providing diverse support to the wider Legal team by preparing and formatting a wide range of complex legal documents, coordinating the execution of documents across multiple entities with various signatories, supporting travel bookings and itinerary creation & distribution. In addition to general administration duties, you will be responsible for meeting coordination & minor diary support, inbox management for multiple email accounts, printing, binding, filing, compliance support as well as assisting the broader Administration team.

About you

As an experienced Administration Coordinator, you will thrive in a demanding and busy corporate environment. You will be an adaptable team player who is willing to go above and beyond, able to navigate ambiguous situations with poise and take an intelligent and pragmatic approach to problem solving with a can-do attitude. Advanced MS office knowledge, attention to detail, strong organisation skills and a calm/unflustered demeanour will all be part of your DNA!

Next Steps

Please apply by attaching your most current resume. We look forward to hearing from you!

Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islander people, men and women of all backgrounds, ages, sexual orientation, and People with Disability to apply.