

Corporate Services Coordinator Position Description

Position Title: Corporate Services Coordinator
Reporting To: GM Corporate Services and CFO
Internal Stakeholders: Works closely with all operational teams as a key member of the Corporate Services team.
External Stakeholders: GPEX customers
Full-Time Equivalent: 1.0 FTE

About GPEX

At GPEX, we believe that primary health care must be reimagined to address Australia’s emerging healthcare challenges. Our work is driven by a simple but powerful belief: that primary care professionals have the potential to create meaningful change, and it’s our job to help unlock that potential. We’re amid a major and exciting transformation, blending 20 years of experience with the energy and innovation of a start-up.

Our goal is to empower primary healthcare professionals at every stage—from students to system innovators. We're redefining study preparation and CPD by creating pathways and credentials that build real capability. We connect primary care, urgent care, and hospitals, driving meaningful change through innovative models of care supported by our unique educational foundation. Armed with cutting-edge skills and data-driven insights from our workforce planning and evaluation capabilities, we’re paving the way to a stronger, more resilient healthcare system in Australia.

GPEX Values



Excellence
we aspire to
excellence



Innovation
we continually seek
better ways



Integrity
we act with ethics and
own our actions



Collaboration
we unite to deliver on
our purpose

Position Purpose

The Corporate Services Coordinator is a key position responsible for ensuring the smooth operation of our business. The Corporate Services Coordinator will play a crucial role in completion of office management requirements, maintaining key business workflows, supporting event facilitation and operational departments.

Key Responsibilities:

<p>General Administration & Operations</p>	<ul style="list-style-type: none"> • Administrative Oversight – Manage day-to-day administrative tasks and processes to support smooth business operations, including collecting the mail and organising couriers. • Database & Records Management – Maintain and update various databases, including HR systems, compliance records, and operational registers. • Certification & Compliance Tracking – Ensure certifications are issued, maintained, and applied for in accordance with business and regulatory requirements. • Office Systems & Register Maintenance – Oversee and maintain operational tools to ensure efficiency. • Project & Administrative Support – Provide project assistance, including task coordination, documentation management, and reporting. • Policy & Procedure Updates – Review and update policies and procedures to reflect current processes and best practices.
<p>Stakeholder & Team Support</p>	<ul style="list-style-type: none"> • Stakeholder Communication – Engage effectively with internal and external stakeholders, including taking and dealing with customer calls. • Team Administrative Support – Assist team members with daily, weekly, and monthly administrative tasks to maintain operational efficiency. • Collaboration & Coordination – Facilitate effective cross-team collaboration, ensuring clear communication and task ownership. • Process & Workflow Improvement – Identify opportunities to streamline team operations, enhance efficiency, and improve responsiveness. • Meeting & Documentation Support – Assist in preparing agendas, taking minutes, and following up on action items for internal and external stakeholder meetings.
<p>Event Support</p>	<ul style="list-style-type: none"> • Event Administrative Tasks – Assist in organising and coordinating Shared Care and Exam Preparation or other GPEX events by researching venues, sourcing quotes, updating data in spreadsheets, catering, and AV setup. • Speaker Support – Liaising with health professionals, educators, and facilitators to follow up speaker agreements, profile images and bios. • On-Site Event Services – Processing event registrations, venue and speaker liaison, and troubleshooting to ensure a smooth experience. • Promotional Support – Assisting in marketing and communications for events, including drafting promotional materials and processing online registrations. • Processing and Monitoring Event Registrations - Producing attendance reports, monitoring numbers, generating certificates, uploading CPD information in databases. • Post-Event Administration – Collecting feedback, compiling reports, processing invoices, and managing follow-up communications. • Virtual & Hybrid Event Support – Assisting with webinars and online events, ensuring smooth delivery through platforms like Zoom or Microsoft Teams. • Resource Preparation – Coordinating event materials, presentations, and examination preparation resources for attendees.

- **Secondary Support for Exam Preparation Programs** – Assisting customers with access to their purchased products, troubleshooting login issues, and ensuring they can successfully engage with exam preparation materials.

Key Capabilities:

Problem-solving mindset with proactive approach

Experience in event coordination & logistical planning

Strong organisational and time management skills

Proficiency in Microsoft Office & administrative systems

Excellent stakeholder engagement & communication skills

Essential Skills & Experience

- High level of organisation and communication skills.
- Ability to multitask and remain flexible in a fast-paced environment.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Sharepoint, Outlook) plus other operating systems.
- Excellent stakeholder management and ability to drive prioritisation of business tasks.
- Experience in event management and HR support.
- Self-motivated, reliable, and able to work both autonomously and within a team.
- Professional presentation with client focused approach.

Desirable Qualifications, Skills & Experience

- Bookkeeping skills, with potential for longer-term involvement in financial administration.

Work Conditions:

- Full-time position with some flexibility in working hours to accommodate client, customer and team needs.
- There may be occasional travel - intra and inter-state, including to rural and remote areas.