



## Reception/Administration Officer (Aboriginal Identified)

### NGUNYA JARJUM ABORIGINAL CHILD AND FAMILY NETWORK

#### Lismore Office

About us visit [www.ngunyajarjum.com](http://www.ngunyajarjum.com)

76 hour fortnight - position working with Mob

We value building meaningful relationships and work to build trust with families, communities and our partners.

Our Vision is for a connected, culturally rich and thriving community where Ngunya Jarjum support our local families to nurture their children, raise them on country, and preserve our culture and strength into the future.

The key objectives of the role include:

- Level 1 general IT support
- Provide outstanding customer service to all internal and external clients in the areas of reception and administration
- Provide administrative support services to all staff; and
- Assist and support the maintenance of files, spreadsheets and databases to ensure data integrity and accuracy.

You will need a qualification in business administration/IT or relevant experience.

Please submit your resume and application letter outlining the following selection criteria:

- You identify as Aboriginal and/or Torres Strait Islander
- Experience and skills in IT and business support, administration or reception environment including a high level of computer literacy; knowledge of Microsoft Windows and Office 365 would be highly desirable.
- Sound level of literacy and numeracy with demonstrated attention to detail
- Strong interpersonal skills, including the ability to demonstrate empathy when required
- Ability to maintain confidentiality and to exercise tact, initiative and sound judgement
- Ability to work independently and as a team member demonstrating effective time management and personal organisational skills
- Current NSW Driver's licence

Appointment to this position will be subject to a National Criminal History Record Check and Working with Children Check clearance. Two reference checks will be required including one recent supervisor.

Ngunya Jarjum Aboriginal Corporation has a COVID-19 Vaccination Policy in place which applies to Employees. If you would like further information regarding this policy, please email [human.resources@ngunyarjarjum.com](mailto:human.resources@ngunyarjarjum.com)

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to make a difference to Aboriginal Jarjum's and families across our community
- Located on beautiful Bundjalung Country

If you would like to know more about the position please contact Michelle Hicks or Tanachae Thaidy on [\(02\) 6626 3700](tel:0266263700). All applications will be received via SEEK or email [recruitment@ngunyarjarjum.com](mailto:recruitment@ngunyarjarjum.com).

**Closing date for applications is Tuesday 14<sup>th</sup> March 2023.**

**This position is identified for Aboriginal people and exemption is claimed under 14d of the Anti-Discrimination Act 1977.**