

Position Vacant

An opportunity exists at Browns Flat Aboriginal Corporation for the position of:

**PART TIME – Administration Clerk**

Browns Flat Aboriginal Corporation is a housing and community organisation representing the interests of members and other eligible Aboriginal people in the Nowra-Bomaderry area. Its principle activities are to provide permanent housing for these individuals and their families.

Browns Flat Aboriginal Corporation is seeking a highly motivated and well organised individual to run the local office located in the central business district of Nowra NSW.

The terms of the employment are for permanent part time administration clerk to work 21hours a week, split across 3 days. Wages will be paid under the Clerks – Private Sector Award 2010.

The Administration Clerk is directly accountable to the board of directors.

The Administration Clerk’s role includes the following;

* General office duties including the following;
	+ Receptionist
	+ Answering phones
	+ Filing
	+ Handling mail and other correspondence
	+ Monitoring the organisations email address
	+ Processing general correspondence on behalf of the organisation
* Being a point of contact for tenants
* Liaising between the real estate and tenants
* Providing office reports to the board in conjunction with their meetings
* Assist in the preparation of reports as required by various funding bodies
* Other additional duties as prescribed by the board

**Aboriginal people are strongly encouraged to apply**

Applicants will need to provide:

* A cover letter with an attached resume
* Copies of certificates and/or qualifications
* Driver’s licence (essential)

Application Closing Date: **7th April 2017**

Please mail your application to:

Browns Flat Aboriginal Corporation

ATTN: Pat Lester

PO Box 544

NOWRA NSW 2541

OR via email at:

dpeters@boothco.com.au