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| JOB DESCRIPTION |
| Title | Administration Clerk |
| Award | Clerks – Private Sector Award 2010 |
| Level | Negotiable |
| Position Status | Permanent Part Time |
| Location / Base | Nowra NSW |

###### PURPOSE OF POSITION

It is expected that the Administration clerk will work in conjunction with the Browns Flat Aboriginal corporation board to provide the highest level of care and support to all tenants of the organisation and other eligible Aboriginal people in the Nowra-Bomaderry area.

Their primary function will be to operate the office located in the Nowra Business district on a permanent basis for 3 days each week. This will include receptionist and general office administration tasks as well as specific responsibilities unique to this organisation. These included assisting with the changing needs of tenants and the board.

An important function of this position will be to assist the board with the various reporting and information gathering requirements issued by the various governmental funding and regulatory bodies they operate under.

###### REPORTS TO

The Browns Flat Aboriginal Corporation board.

ABOUT BROWNS FLAT ABORIGINAL CORPORATION

Browns Flat Aboriginal Corporation is housing and community organisation representing the interests of members of the corporation and other eligible Aboriginal people in the Nowra-Bomaderry area.

The principal activities of the corporation are:

* To provide permanent housing for members of the Browns Flat Aboriginal Corporation and other eligible Aboriginal people in the Nowra-Bomaderry area.
* To obtain funds for housing, to get land for housing, to build, buy, lease, and sell, and maintain houses and flats, to collect rents and deal with rents collected.

###### KEY RESPONSIBILITIES

1. **Operations**

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
1. **Employment package**

21 hours a week split across 3 business days. Hours of operation will negotiable with the successful applicant.

The position also comes with use of the company car for use in mail collection, property visits, board meetings and other functions.

1. **Corporate & social responsibility**

Adhere to a Code of Conduct and support Browns Flat Aboriginal Corporations core values.

1. **Stakeholder relationships**

Be proactive in the area of relationship management with Browns Flat tenants.

Ensure communications are appropriate to all members of the Browns Flat community.

1. **Integrity & Ethical Behavior**

Act with integrity at all times and ensure that areas of responsibility operate in an open, transparent and accountable manner.

###### SELECTION CRITERIA

The appointee should possess the following skills, abilities and experience;

**ESSENTIAL**

1. Strong written and verbal communication ability.
2. Proven administrative and secretarial support skills.
3. Time management skills and a high level of confidentiality.
4. Ability to prepare and process general correspondence on behalf of an organization and experience in maintaining filing systems.
5. Ability to use various word processing packages and computer applications including Microsoft Office, Internet and Email.
6. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
7. Knowledge of service delivery to Aboriginal people.
8. Current driver’s license.

**DESIRABLE**

1. Familiarity with government funding processes and demonstrable capacity to work effectively with governments and non-for-profit organisations.
2. Experience in working for not-for-profit organisations.