

## POSITION DESCRIPTION – ADMINISTRATIVE OFFICER

<b>POSITION:</b>	Administrative Officer
<b>STATUS:</b>	Casual, Part-time
<b>HOURS OF WORK:</b>	21 Hrs per week
<b>LEVEL:</b>	Level 1, year 3 – Clerks Private Sector Award 2010
<b>SALARY:</b>	\$22.43 per hour
<b>DESCRIPTION:</b>	Provide administrative support to Wanyurr-Majay Aboriginal Corporation RNTBC. Take direction by Supervisor (Board of Directors) and be self-managed to maintain a well-organised and efficient office environment to ensure the Wanyurr-Majay Aboriginal Corporation provide the best service to Wanyurr-Majay People and other stakeholders.
<b>REPORTING TO:</b>	Board of Directors
<b>REQUIREMENT:</b>	Be a Member of Wanyurr-Majay Aboriginal Corporation (RNTBC)

### ***Office Administration***

- Answering phones and maintain a record of all incoming and outgoing telephone calls;
- Welcome visitors and maintain a record of all visitors to the office;
- Record and maintain records of all incoming and outgoing correspondence;
- Prepare a report of all incoming correspondence to be provided to the Board of Directors within fourteen (14) days of receipt of correspondence;
- Maintain electronic and hard copy files of all correspondence;
- Maintain a register of all assets of the PBC, including office and field equipment;
- Maintain the register of PBC members and common law holders;

### ***Support to Board of Directors***

- Prepare report of administrative matters for each Board meeting;
- Assist Director's prepare reports for Board meetings;
- Provide administrative support at Board meetings, including taking minutes of the meetings;
- Provide administrative support to arrange Board meetings in accordance with the requirements of the PBC Rulebook, including preparation and circulation of meeting notices, proposed agenda and any other documents requested or required for the purpose of the meeting;

### ***Financial Management Administration***

- Monitor expenditure of PBC Support Funding generally;
- Invoice and receipt using MYOB accounting system;
- Liaise with bookkeeper/accountant;
- Assist Director's in developing budgets;

### ***General Duties***

- Participate in training initiatives as required; and
- Other duties, specific to the efficient operation of the PBC in its role as a registered native title body corporate (RNTBC), as requested by the Board of Directors.

### ***Qualifications and Education Requirements***

Must have proficiency in Microsoft Office and MYOB

**POSITION DESCRIPTION – ADMINISTRATIVE OFFICER** *continued*

***Preferred Skills***

A minimum of 12 months previous experience

Excellent Communication Skills

Neat and Tidy appearance

Be Prompt

Contact Directors when unable to make contracted hours