



Gungandji Aboriginal Corporation RNTBC
13 Smith Street
YARRABAH QLD 4871
Phone: (07) 4056 9126
ICN 7421 / ABN 12 901 922 092

POSITION DESCRIPTION

Administration Officer

The position is to provide administration support to the Gungandji Aboriginal Corporation RNTBC in the performance of its statutory functions as the prescribed body corporate and cultural heritage body for the Gungandji people.

The duties of your position include, but are not limited to:

- directing telephone callers to appropriate directors or advisers to the corporation
- making administrative arrangements for meetings of directors, members and traditional owners
- issuing and receiving standard forms, such as membership applications, proxies and cultural heritage application forms, and relaying internal information
- purchasing office supplies and other basic items for the corporation's offices
- liaising with directors regarding meetings with external parties
- maintaining basic records for the corporation
- filing, collating, photocopying, etc.
- collecting, handling and distributing mail and emails to the corporation
- recording, matching, checking and batching of accounts, invoices, orders and work requests
- operating a computer, printer and scanner
- other duties as directed from time to time.

SCHEDULE OF ADDITIONAL TERMS AND CONDITIONS

You will have access to one day paid cultural leave to attend a cultural activity agreed with the employer.

Unpaid leave up to three days, in addition to the compassionate or carers leave prescribed in the *Clerks—Private Sector Award 2010*, is available if you are required by Aboriginal or Torres Strait Islander tradition to attend sorry business or to spend time with a member of your cultural kinship system or household who is suffering from a life threatening illness or injury.