



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

OFFICE MANAGER – GUNBLANANYA MEATWORKS

2 year Fixed Term opportunity

Varied work and attractive salary

Contribute to benefits for the local Indigenous community

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

ILSC Agribusiness is a specialised unit of the ILSC that focuses on the development and management of commercial agribusiness investments on Indigenous land in partnership with Indigenous people. ILSC Agribusiness currently operates agricultural businesses, including beef cattle, fine-wool merino sheep, a community-based meatworks and a cattle export depot.

The Office Manager role will work relatively autonomously to deliver administration, finance and customer service for Gunbalanya Meats. Gunbalanya Meats operates a small abattoir and retail butcher shop in the community of Gunbalanya on the eastern edge of Kakadu in the NT. Beef and buffalo meat grown on Gunbalanya Station is processed through Gunbalanya Meats and sold to a wide range of customers, including Indigenous community supermarkets and various NT meat wholesalers and retailers. Gunbalanya Station and Meats are a significant source of employment at Gunbalanya and host local Aboriginal people training and working in beef production and meat processing.

Reporting to the Meatworks Manager, the Office Manager will be expected to:

- Perform the bookkeeping duties, manage the purchase of goods and services, and process invoices for payment and forward them to the ILSC Finance officer, in accordance with ILSC procedures
- Maintain the cattle reconciliation system utilising National Livestock Identification system (NLIS) tags and livestock numbers.
- Complete administration, microbiological testing, temperature checks and reporting as part of Hazard Analysis Critical Control Point (HACCP) team.
- Provide assistance to the Manager and Production Manager in attending to any financial or administration requests, including compilation and coordination of statistics and reports.

The preferred applicant will be engaged on a 2 year Fixed Term Employment Offer under the provisions of the ILC Enterprise Agreement.

For further information, please contact **Chris Daniell, Northern Operations Manager, on 0428 910 549 or Freecall 1800 818 490**. (Position documentation, the Recruitment Privacy Statement and more information about the ILSC are available on our website at www.ilsc.gov.au)

You must be an Australian resident and a current driver's licence is essential.

To apply visit www.ilsc.gov.au/jobs

Applications are to include a covering letter and current CV in "MS Word" or PDF. Further information may be requested if you are selected for interview.

Applications close 27 May 2019.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities that we support.

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