



**Australian Government**  
**Indigenous Land Corporation**

## **ADMINISTRATIVE OFFICER**

**Indigenous Identified Opportunity**  
**Up to 12 month Fixed Term Opportunity**  
**Salary Range \$57,000 to \$61,000 (plus 15.4% Super)**

The Indigenous Land Corporation (ILC) is a corporate Commonwealth entity established to assist Aboriginal and Torres Strait Islander people acquire and manage land to achieve economic, environmental, social and cultural benefits.

The ILC is seeking a motivated self-starter to work in a challenging and rewarding team environment. The role will provide a range of administrative, financial and other office based activities to support project staff and management, and maintain the efficient and effective operations of the Divisional Office.

Reporting to the Senior Administrative Officer you will assist with:

- a range of administrative tasks including but not limited to, preparation of correspondence and reports, organising meetings/conferences and arranging travel bookings
- switchboard duties for the Divisional and Adelaide office
- procurement of goods, including obtaining quotes and preparing purchase orders
- processing invoices for payment, liaise with other sections of the ILC, clients and suppliers regarding the payment for goods

The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

The preferred applicant will be engaged on a Fixed Term Employment offer up to 12 months under the provision of the ILC Enterprise Agreement.

For further information, please contact **Liz McAdam, Senior Administrative Officer (08) 8100 7102 or Freecall 1800 818 490**. Position documentation, the Recruitment Privacy Statement and more information about the ILC are available on our website at [www.ilc.gov.au](http://www.ilc.gov.au)

You must be an Australian resident and your application must demonstrate that you have knowledge of the role and functions of the Indigenous Land Corporation.

**To apply visit [www.ilc.gov.au/jobs](http://www.ilc.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 at midnight Australian Central Standard Time Wednesday 19 September 2018.**

**CLICK TO APPLY**