



RECEPTIONIST/ ADMINISTRATION OFFICER LISMORE, NSW

Ngunya Jarjum's vision is that all Aboriginal and Torres Strait children and young people are looked after in safe Aboriginal and Torres Strait families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing. We ensure all Aboriginal and Torres Strait children and young people in our care are provided with the best opportunity to grow up with a strong sense of belonging to their family, community and country.

Based in Lismore and reporting to the Finance Manager, your focus will be providing high quality reception and administration services to all internal and external clients. The key objectives of the role include:

- Provide outstanding customer service to all internal and external clients in the areas of reception, record management, filing and general administration;
- Provide administrative support services to all staff; and
- Assist and support the maintenance of files, spreadsheets and databases to ensure data integrity and accuracy.

You will need a qualification in business administration or be willing to obtain this within 12 months of commencement

If you also have:

- Aboriginality
- Experience in a finance or administrative position including accounts payable and accounts receivable
- Sound level of numeracy and demonstrated attention to detail
- Ability to maintain confidentiality and to exercise tact, initiative and sound judgement
- Strong communication skills
- Demonstrated ability to work flexibly within tight time schedules and with variable workload demands
- Ability to build relationships with all levels of the organisation and the community

We would love to hear from you.

Appointment to this position will be subject to a National Criminal History Record Check and Working with Children Check clearance. Two reference checks will be required including one recent supervisor.

A generous remuneration package will be negotiated plus superannuation, leave loading and salary sacrifice.

We offer an excellent range of benefits including:

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to really make a difference to kids and young people in our community
- A beautiful country location on the flourishing NSW North coast.

To find out more please contact Sharni Kenny on (02) 6626 3700 or Kelli Dragos from Abundance Human Resources on 0419 419 554. All applications will be received via seek online or email recruitment@ngunyarjarjum.com.

The closing date for this role is 5pm on Wednesday, 3 July 2019.

This position is identified for Aboriginal people and exemption is claimed under 14d of the Anti-Discrimination Act 1977.