



## TIWI LAND COUNCIL

Reception/Administration Officer

### Position Overview

The Reception/Administration Officer reports to the General Manager in the first instance and is responsible for the duties set out below in respect to the Tiwi Land Council (TLC).

### Responsibilities

- Attend to all telephone/front counter enquiries in a pleasant, professional manner
- Maintain supply and stock general office equipment
- Monitor the TLC Facebook page (including updating with relevant information)
- Complete bank runs, collect, sort & distribute the mail/deliveries, stationery ordering, raising purchase orders as directed
- Assist in compiling reports, disseminating information to Executive members and appropriate stakeholders as required
- Maintain TLC vehicle register and various calendars to do with daily operations
- Ensure office safety by following visitor protocols
- Perform general administrative/receptionist duties as required
- Maintain a high level of confidentiality
- Permit Management
- Clan Register administration

### Selection Criteria

1. Demonstrated ability to prioritise tasks and achieve deadlines
2. Demonstrated interpersonal and communication skills, including an ability to develop and maintain effective relationships with relevant stakeholders
3. Ability to work closely and build relationships with Aboriginal people
4. Highly desirable to have lived and worked in a remote Aboriginal community
5. Excellent organisation and time management skills
6. Experience with computer programs including MS Word & Excel, Power Point, Outlook, Adobe Pro and Sharepoint (or willingness to complete training to become proficient)
7. The ability to maintain a high level of confidentiality when dealing with sensitive matters
8. Ability to be flexible and work within a team
9. Hold a current NT Drivers Licence and a Working With Children's Clearance (Ochre Card)
10. Be prepared to travel in small airplanes to remote communities as required

### Other information

This position will be based in our Darwin office and is for an identified Tiwi person. Whilst full time is preferred there is scope to negotiate hours of employment for the right candidate.

All applications to be submitted to the General Manager Murray MacAllister [murray.macallister@tiwilandcouncil.com](mailto:murray.macallister@tiwilandcouncil.com) – or contact 08 8997 0705, applications close on Thursday 22<sup>nd</sup> October 2020.