

Administration Officer

Objectives

The Administration Officer is responsible for providing efficient and effective administrative support to ensure the smooth operation of the organisation. This role is pivotal in maintaining accurate records, facilitating communication, and supporting staff in the goals of Melaythenner Teeackana Warrana (Heart of Country) Aboriginal Corporation (MTWAC).

Role specific accountabilities

Administrative Support

- Reception duties
- Handle incoming and outgoing communications, such as phone calls, emails, and mail.
- Provide general administrative assistance, including document preparation, filing, and correspondence for leadership.
- Assist other team members with purchases, accommodation bookings and general administration tasks.
- Manage and maintain office supplies and equipment.

Events/Meetings

- Assist with events, catering, bookings, and liaison with external agencies.
- Assist with planning for Mannalargenna Day, NAIDOC and other events.

Records Management

- Maintain accurate and organised records, databases, and files.

Financial Administration

- Process invoices, expense claims, and purchase orders.

Stakeholder Engagement

- Provide courteous and professional service to internal and external stakeholders.
- Respond to inquiries in a timely and professional manner.

Health and Safety

- Accurately document and report any hazards or incidents in line with Safety and Wellbeing policy and procedure.

Other Duties

- Any other duty or task as reasonably and lawfully directed by MTWAC. This position description is intended to convey essential information about the role and is not exhaustive. Other duties may be assigned as required.

Organisational Environment

- This is a unique opportunity to work with a growing, authentic, community-led Indigenous corporation delivering programs to benefit Aboriginal People, Country, and culture.
- MTWAC thrives on being a dynamic, two-way organisation with strong community connections and leadership.

Key Selection Criteria

Qualifications and Experience

- Relevant qualifications in business administration or a related field (preferred).
- Demonstrated experience in an administrative role.

Skills and Knowledge

- Proficiency in Microsoft Office Suite and other relevant software.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to manage competing priorities and work under pressure.

Personal Attributes

- High attention to detail and accuracy.
- Professional demeanour and strong interpersonal skills.
- A proactive and adaptable approach to work.

To express interest in this role, please email admin@mtwac.org.au