



March 2019

OFFICE MANAGER

POSITION DESCRIPTION

Location: Yungngora Community / Noonkanbah Station
Responsible to: CEO

The Office Manager will be responsible for the day-to-day operations of the community office and provide administrative support to the CEO.

The Office Manager will also be responsible for payroll timesheets and overseeing the Centrelink function.

Key Duties

The Office Manager's key duties include, but are not limited to, the following:

Office Administration

- Be responsible for the operation of the Yungngora Association office function
- Provide administrative support for board meetings, including preparation of agenda, minute taking and preparation of minutes for signing by CEO and Chairperson
- Supervise office staff and ensure that office functions are effective
- Induct new staff, including the provision of contracts and other statutory documentation
- Provide Reception and customer service duties
- Perform all tasks necessary to ensure the timely payment of the fortnight payroll by the Association's off-site Accountant
- Maintain payroll records
- Liaise with the Association's bookkeeper and Accountant and other contractors to ensure the efficient operation of Yungngora's externally resourced functions
- Follow up outstanding accounts
- Provide regular updates to the CEO and Council regarding the performance of funded activities, community issues and any other issues relevant to Yungngora Association Inc. (YAI) business or the conduct of the administration
- Liaise with operational staff with respect to administrative matters
- Maintain records and archival systems to ensure information is accessible and adequately secured
- Liaise with officers in Federal, State and Local Government and non-government organisations
- Provide timely issue of documentation to the Accountant/Bookkeeper for Audit purposes
- Receive and distribute YAI mail
- Act as the Occupational Health and Safety Officer

Yungngora Lodge

- Be responsible for all aspects of administration of Yungngora Lodge, including management of bookings, issuing invoices and reporting repair and maintenance requirements

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- Supervise cleaning staff and provide assistance with cleaning of rooms and laundry, as required

Centrelink Function

- Act as the Centrelink Host, Support Agent and Liaison Officer
- Supervise Centrelink staff and provide training as required

Yungngora HACC:

- Supervise HACC staff
- Compile daily purchase orders for food and other items
- Report client activity as per MDS – tick sheets

Noonkanbah Rural Enterprises Pty Ltd

- Process fortnightly payroll documentation
- Forward invoices to the offsite bookkeeper.
- Be responsible for NRE filing and record keeping

Yungngora Community Resource Centre (CRC/Telecentre)

- Provide assistance as required

Selection Criteria

- Extensive experience with administrative systems and practices, including payroll, internet banking, invoicing, customer service, records and archiving, financial management, mail and executive support
- Experience with government funding requirements and knowledge of reporting requirements
- Ability to liaise with government departments, communities, businesses, individuals and other stakeholders
- Experience with Centrelink operations, or willingness to quickly learn, and be registered as a Support Agent for Centrelink
- Strong written and verbal communication skills
- Strong computer skills
- Knowledge of relevant EEO and Occupational Health and Safety regulations
- Ability to assist residents with limited (or no) literacy and numeracy skills
- Knowledge of Aboriginal culture and a good understanding of the political, social and economic factors impacting on this culture
- Commitment to Aboriginal self-management and community empowerment
- Previous experience of living and working in a remote traditional Aboriginal community will be highly regarded