

Jigalong Community Incorporated

Job Title: Senior Administration Officer

Salary Package: Casual Appointment 30 Hrs PW for three months, \$27.96 per hour, district allowance plus salary sacrifice.

Responsible To: CEO

Location: Jigalong Community

Accommodation: FOC

Primary Objective: The Senior Administration Officer is to support the CEO in the management of the Community's administrative and operational functions.

Key Responsibilities:

1. Organise provision of JCI's office services maintaining policies, procedures and work schedules including, maintaining strong work health and safety culture within legislative guidelines.
2. Manage communication systems and protocols by identifying needs, evaluating options and maintaining equipment.
3. Be the point of contact for office queries, communicate with government and non-government stakeholders as well as the board and the members.
4. Purchase materials by obtaining requirements, negotiating price, quality, delivery, reconcile and approving invoices.
5. Maintain continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
6. Taking Minutes, supporting board members, organising catering and event management
7. Maintaining strict confidential work practices
8. The set up and establishment of administrative processes
9. Sorting mail, maintaining social media and website queries.
10. Assisting with Centrelink queries
11. Managing accommodation bookings and small domestic and housing stock
12. Training local staff in office practices

Essential Criteria:

1. A high-level ethical standards and personal integrity.
2. An ability to communicate effectively within a multicultural and remote environment
3. A willingness and ability to work in a fast paced and sometimes demanding environment.
4. A WA C Class driver's license.
5. Background in Office administration with a high level of computer literacy, for word processing, emails, updating website and social media and research.
6. Pass a Criminal History and Working with Children's Check Western Australia.