
**Aarnja**^{Ltd} This job is no longer available

Administration Officer

Aarnja Ltd

Broome, Broome & Kimberley WA

Administrative Assistants (Administration & Office Support)

\$60,180 - \$67,263 • Full time

Posted 10d ago

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Who we are

Aarnja is a regional organisation for Kimberley Aboriginal people, founded on our culture and values. Our vision is to empower Kimberley Aboriginal people, communities and organisations to have a strong Aboriginal identity and share in all of the social and economic opportunities of modern society. Our mission is to value add through an Aboriginal led approach to solutions for Kimberley Aboriginal people, families and communities.

Tasks & responsibilities

- Be the first contact for all organisation enquiries.
- Organise meetings, including preparation of meeting documents and prepare minutes.
- Effective and concise communication.
- Provide and assist day-to-day office practices, good record-keeping, including financial, administrative and general office duties.
- Assist, support and work productively with all team members.

Qualifications & experience

- Professional approach and solutions focussed.
- Ability to work under pressure.
- Organisational and time management skills.

- Excellent attention to detail.
- Experience with Microsoft Software and Financial Software such as Xero or MYOB.

Benefits:

If successful, you will receive a generous salary package including:

- Competitive base salary;
- District allowance;
- Accommodation allowance;
- Salary sacrificing;
- 5-weeks Annual Leave;
- Air Conditioning Subsidy;
- Annual Airfare Allowance after 12-months of service;
- Superannuation, per super guarantee amount;
- Training and development opportunities.

How to apply:

- Cover letter.
- Response to the selection criteria **see below**, keep to 1-page.
- Current resume with at least 3 referees.

Selection Criteria

1. Demonstrated Administration skills and experience.
2. Experience with Microsoft Software and Financial Accounting Software such as Xero or MYOB.
3. Demonstrated ability to communicate effectively with internal and external stakeholders.
4. Demonstrated problem solving skills.
5. Qualifications in Business Administration or similar field, or extensive experience in Administration.
6. Willingness to travel throughout the Kimberley as required for company related meetings.
7. Current WA Drivers Licence.
8. Valid Working with Children's Check.
9. Australian Federal Police clearance.

Note, a valid 'C' class drivers' licence, Working with Children (WWC) and Police Clearance will be required prior to successful employment.

For general enquiries contact info@aarnja.org.au.

Aboriginal and Torres Strait Islander people are encouraged to apply!

We reserve the right to commence recruitment proceedings immediately and to close this advertisement early should a suitable candidate be found.

CLOSING DATE: Thursday 17th November 2022, 5:00pm WST.