



POSITION DESCRIPTION

TITLE: Executive Officer Assistant

POSITION LOCATION: 235 Victoria Street, Cardwell, Queensland

PART TIME: Tuesday to Friday 8am – 2pm (24 hours per week)

WAGE: between \$25.43 hour (based on experience) with leave loading + superannuation; salary sacrifice is available

- The position is subject to a three month probationary period and an annual performance review.
- The position is reliant on the availability of ongoing funding and organisational financial capacity.

Girringun Aboriginal Corporation (GAC) is a non-profit community based organisation:

CORPORATE VISION: *Strong Aboriginal people, strong Culture, strong Country*

CORPORATE MISSION: *To provide sustainable outcomes for the enhancement of social, cultural, spiritual, environmental and economic well-being for the benefit of Aboriginal people of the Girringun region through strong leadership, direction and strategic partnerships*

POSITION SUMMARY: The role of Girringun Executive Officer Assistant will be to provide confidential secretarial and administrative support to the Executive Officer and the GAC Board. The successful applicant will ensure GAC implements effective, professional and culturally appropriate business systems and processes. This position is accountable and directly responsible to the Girringun Executive Officer.

POSITION INTERACTIONS:

Internal Relationships	External Relationships
<p>Reports to: Girringun Aboriginal Corporation Executive Officer</p> <p>Under direction of: GAC EO & GAC Board</p>	<p>Engages with: GAC members & Registered Native Title Prescribed Bodies Corporate representatives; ORIC, GAC partner agencies, organisations and general public</p>
<p>Supports: All GAC Staff</p>	<p>Provides reports: Executive Officer & GAC Board</p>

KEY RESPONSIBILITIES & DUTIES:

- Maintain Executive Officer electronic calendar of meetings and appointments
- Coordinate all EO travel arrangements
- Act as first point of GAC contact for public in courteous and professional manner this includes answering the phone
- Collate and provide required documentation for the Executive Officer
- Collate and provide required documentation and information for monthly GAC Board meetings and for Board Directors upon request
- Maintain and be responsible for updating Giringun membership data base
- Provide the Executive Officer and GAC Board with confidential secretarial support
- Act as GAC Public Officer and provide all required ORIC documentation
- Attend monthly GAC Board meetings, take, prepare and provide accurate minutes in an efficient and timely manner
- Maintain efficient filing system (electronic and hard copies)
- Examine, evaluate and prioritise correspondence for the Executive Officer's attention
- Communicate on behalf of the EO as requested
- The position will require some travel
- Liase and engage with traditional owners within the Giringun region
- Coordinate all GAC board travel arrangements

ESSENTIAL REQUIREMENTS:

- Demonstrated competence in general administrative and clerical tasks such as telephone/reception skills, record keeping, photocopying and storage of documents.
- Proven experience in a wide range of administrative support activities to a range of professional officers, including excellent minute taking skills and attention to detail.
- Demonstrated competence in typing, data entry, Microsoft Word, Excel and Outlook.
- Capacity to proactively manage workloads and competing priorities effectively.
- Well-developed written and verbal communication skills.
- Be able to work with minimum supervision and the capacity to demonstrate initiative.
- Ability to work within a team environment.
- Displays personal drive and integrity and can work in an environment that requires confidentiality.
- Valid manual open drivers licence
- Ability to prioritise and possess strong time management skills

DESIRABLE REQUIREMENTS:

- Previous experience with and knowledge of the *Office of the Registrar of Indigenous Corporations* (ORIC) and requirements under the *Corporations Act*
- Previous experience working in a non-profit, community based, Aboriginal & Torres Strait Islander corporate and organisational environment

****Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply for this position***