



Job Title: Administration Assistant
Reporting to: Chief Executive Officer
Location: West Perth
FTE: Full time for 12 months with possible extension

Purpose:

The Administration Assistant is responsible for providing high quality administration support to ensure the efficient and effective implementation day to day operations of the Western Australian Aboriginal Leadership Institute.

Key responsibilities and duties:

- Provide data entry, general computing, keyboard and administrative and clerical services
- Provide administrative support to the CEO to ensure all materials, resources and planning is undertaken for the organisation and programs within required time frames;
- Provide excellent service and communication with program participants to ensure all requirements of the program are met;
- Provide administrative support to the Elders events, meetings, retreats;
- Event management including coordination of invitations, bookings including venue, catering, printing and other requirements
- Ensure accurate and responsible records management processes;
- Maintain and update WAALI CRM and manage invitations and guest lists for events;
- Support through addressing phone and email enquiries;
- Collate data and draft reports for the CEO;
- Comply with all WAALI policies and procedures
- Ensure the reputation of WAALI is held in high esteem; and
- Other duties as required by the CEO.

Essential Skills

- Minimum 3 years administration experience;
- Excellent interpersonal skills and the ability to work effectively with diverse groups and develop and maintain positive working relationships;
- Excellent communication skills both written and oral;
- An ability to work independently and understand appropriate accountability;
- Strong sense of organisation and planning and able to manage time effectively;
- Accurate typing and data entry skills with excellent attention to detail; and
- Advanced knowledge of Microsoft Office 365, Word, Excel, Powerpoint and Onedrive

To hold this position, you must be an Aboriginal or Torres Strait Islander person.

WAALI provides staff access to a salary-packaging program. The organisation offers excellent working conditions and is an equal opportunity employer.

Please submit your curriculum vitae and 2 page cover letter outlining your experience to

Anjie Brook, CEO via email at ceo@waali.org.au by 4pm on 20 April 2021

For further information please call CEO on 0438239009