



Waltja Tjutangku Palyapayi

SCHEDULE A - DUTY STATEMENT

RECEPTION/ADMIN TRAINEE

POSITION DESCRIPTION:

This is an Aboriginal traineeship position for a young person who wants to gain office administration and reception skills in a friendly and supportive workplace. Waltja is an Aboriginal community organisation, providing services across remote central Australian communities. Our Reception/Admin trainee will learn and assist with Waltja's office and administration systems, including reception, filing, databases, and support for clients and staff. They will also learn basic financial and asset administration.

The trainee must be willing to work primarily with computers and digital technology, undertake training, and be a positive and proactive part of the Waltja team. The Reception/Admin trainee will be mentored on the job by an experienced senior Aboriginal staff member.

Position:	Reception/Admin Trainee
Reports to:	Senior Admin Worker
Contracted time:	25 hours per week, 5 days a week, 6 months fixed term.

Duties and Responsibilities:

- Follow the direction of senior administration staff, and maintain up-to-date and accurate work records.
- Provide first point of contact and provide a professional reception service to Waltja visitors and callers.
- Undertake training, and become reliable and proficient in office systems including data entry, filing, and appropriate use of equipment.
- Assist with Waltja's asset management, including stocktakes and inventories.
- Maintain a daily worksheet to record all your activities and logged hours
- Maintain a tidy workplace, maintain and secure all office IT equipment.
- Actively participate in Waltja's organisational activities and events such as Directors Meetings, AGM and workshops.
- Be a positive and proactive team member in the office, in workshops and on community visits.
- Be willing to undertake accredited and on the job training to improve



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skills and qualifications.

EMPLOYMENT CONDITIONS

Award conditions will be offered as part of this contract of employment. The trainee acknowledges and agrees to the following conditions set out in this schedule.

Level:	SCHADS Award Level 2 (\$32.21 per hour)
Superannuation:	10%
Travel:	\$75/night for remote travel
Work Kit:	Uniform and swag supplied
Annual leave:	4 weeks pro rata
Personal Leave:	10 days pro rata
Ceremonial Leave:	Up to 8 weeks leave without pay
Compassionate:	3 days paid leave, 3 weeks leave without pay for immediate family.

Flexible working hours and time in lieu arrangements instead of overtime.

Salary Sacrifice will increase your take home pay:

Salary Sacrifice is a benefit available to employees in the Community Services sector. It enables employees to reduce their taxable income, by having a proportion of their salary allocated to bills and basic living costs before tax is calculated.

Under Legislation there is a capped limit on the amount you can salary package each fringe benefit tax year (1 April to 31 March)

For employees who work for a Public Benevolent Institution the capped limit is \$15,899.90 (\$30,000 grossed up)

There are a range of salary packaging options that apply and these should be discussed with Waltja's finance team.