

Receptionist/Administration Assistant - Indigenous Identified Position 30-35 hrs/wk

An exciting opportunity is available at Waltja for a Receptionist/Administration Assistant. We are seeking a dynamic and self-motivated individual to be the first point of contact in our busy front office, handling walk-ins, phone calls, and maintaining the reception/administration area.

Duties & Responsibilities:

- Perform general day-to-day administration and finance tasks.
- Assist in Human Resources administrative tasks, including maintaining employee records, processing payroll, and coordinating training programs.
- Manage emergency relief requests and maintain data records.
- Monitor inventory and procure office, bathroom, and kitchen supplies.
- Prepare invoices for payment and follow up on outstanding accounts.
- Provide guidance to entry-level administration trainees.
- Maintain internal forms and filing systems.
- Handle mail runs and other errands.
- 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 skill and qualifications.

Experience & Qualifications:

- Strong work ethic in a fast-paced small team environment
- Attention to detail is crucial.
- Highly motivated with the ability to work independently and collaboratively.
- Excellent communication skills (verbal and written)
- Ability to multitask and thrive under pressure.
- Must hold a valid driver's license.
- Experience with MYOB is advantageous; relevant qualifications in administration/business are a plus.

In return, we offer:

- Salary Level: NT SCHADS Award Grade 3 - 4 (plus 2% above award) based on experience.
- Superannuation: 13% for non-smokers, 11% for smokers
- Shutdown Period: Paid at normal rate between Xmas and New Year
- Annual Leave: 4 weeks pro rata
- Personal Leave: 10 days pro rata
- Flexible working hours
- Travel Reimbursement
- Time in Lieu: Flexible working hours and time in lieu arrangements instead of overtime.

If you believe you are a perfect fit for this role, please submit your resume and a brief cover letter.