



Vacant Position

Position Title:	Warehouse Administration Officer
Location:	ALC Warehouse, Pole 12
Employment type:	Permanent Full time
Applications close:	Wednesday, 10 th August 2022

About the ALC

The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language and culture. The vision of the ALC is to:

**Protect,
maintain
and promote
Anindilyakwa
culture**

**Invest in the
present to
build a
self-sufficient
future**

**Create
pathways for
youth to
stand in both
worlds**

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website: <https://www.anindilyakwa.com.au/>

About the role

The Warehouse Administration Officer reports to the Warehouse Coordinator and is responsible for providing administrative support to the Warehouse team in providing customer service and directing and/or responding to customer, supplier and stakeholder enquiries, preparing, completing and filing paperwork, completing and submitting weekly timesheets, and assisting the ALC Procurement team as directed by the Warehouse Coordinator and/or RDU Manager.





Selection Criteria

Essential

1. Previous administration experience and/or knowledge in administration procedures, with experience in Warehouse Administration highly regarded.
2. Excellent written and spoken communication skills, including the ability to speak confidently to stakeholders, clients and members of the public in person, on the phone and via email.
3. Excellent customer service skills, with the ability to be flexible in changing situations, and problem solve on the go.
4. Excellent organisation and time management skills.
5. Excellent computer skills, with experience using Microsoft Office programs, paired with experience using Warehouse computer programs, or the ability to learn quickly.
6. Hold a current and valid drivers licence.

Desirable

1. Experience working within an indigenous organisation or context, with the capacity to support Indigenous staff when required.

Other Information

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

For more information, please email hr@alcnt.com.au.

How to apply

To apply for this position, you must address the selection criteria in your cover letter and include your resume in your application email, send to hr@alcnt.com.au.

