



Vacant Position

Position Title:	Administration Coordinator
Location:	Groote Eylandt, NT
Employment type:	Permanent full time
Applications close:	Applications for this position close 3 April 2024. We will review applications as they arrive and may progress to interview prior to closing date.

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 Administration Coordinator is responsible for effective supervision and leadership of ALC Cleaners and





providing effective administrative support as directed by the HR & Executive Manager to ensure the smooth operation of daily activities and contribute to the ongoing efficiency of Anindilyakwa Land Council (ALC).

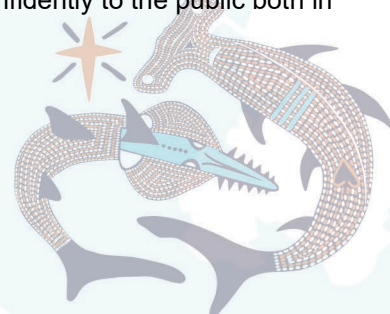
Key Responsibilities

- Work closely with the HR & Executive Manager to complete tasks such as;
 - Provide assistance where needed to other departments and programs.
 - Assist with community events, meetings and visits.
 - Assist with upholding presentation standards of ALC locations.
 - The logistics of the Executive Board meetings and travel
- Provide secretarial support to the Mining and Sustainability Department, including rent meetings, section 19's, minute taking and logistics for external stakeholder meetings.
- ALC newsletters are accurate, engaging and published on time.
- General administrative duties such as answering phones, ordering stationery and consumables, maintaining corporate calendars and document management.
- Periodical reconciliations of timesheets, credit cards, fuel cards and petty cash transactions.
- Provide transport assistance for airport transfers and meeting attendance.
- Proactively provide staff coverage for other administrative roles.
- The supervision and delegation of tasks to ALC Cleaning team
- Other duties as directed by the HR & Executive Manager.

Selection Criteria

Essential

- Articulate written and spoken communication skills, including ability to speak confidently to the public both in person and on the phone.
- Able to learn new tasks, follow direction and work diligently to complete work.





- Effective computer skills in an administrative function and experience with Microsoft Office software.
- Ability to maintain confidential information.
- Ability to be flexible with work plans and work within a multicultural team.
- Current NT drivers licence.
- Highly developed time management skills (including diary management) and demonstrated ability to meet deadlines and to effectively manage multiple projects including the organisation of events and functions.
- Knowledge in administration procedures including minute taking, stakeholder engagement and event coordination for multiple projects.
- High level of interpersonal skills together with an ability to communicate effectively at all levels and a proven record of developing and maintaining effective relationships across an organisation with clients and other stakeholders.

Other Information

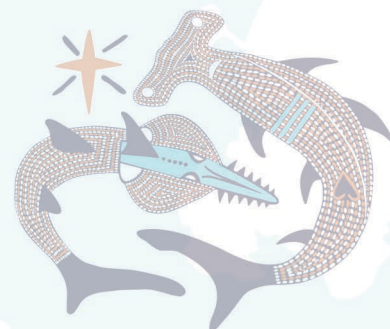
Remuneration

- Salary starting from \$80,000 per annum
- Annual leave: 5 weeks per annum.
- Personal leave: 18 days per annum.
- 2 weeks paid Christmas/New Year shut down - in addition to annual leave.
- Salary Sacrifice available (up to \$18,500 per year)
- Flexi work week
- Holiday Travel Allowance \$2000.00 per annum

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

This position will be required to work out of hours on an as-required basis.

For more information, please email hr@alcnt.com.au or call 0455 628 858.





Accommodation is NOT provided with this position.

How to apply

To apply for this position please submit your resume and cover letter addressing the selection criteria to hr@alcnt.com.au by the closing date.

Please do not hesitate with your application as an employment offer may be made earlier for the right candidate.

