



Vacant Position

Position Title:	Warehouse Officer
Location:	Groote Eylandt
Employment type:	Full time
Applications close:	Friday, 24th April 2026. However, early offers may be made to suitable candidates. Don't hesitate and apply today.

About the ALC

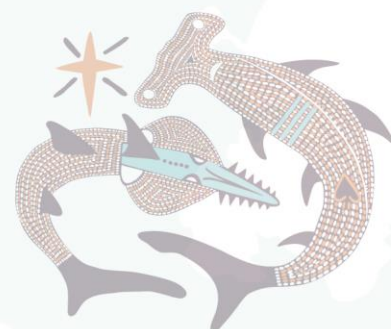
The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language 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 Officer will maintain and deliver the stock of the warehouse on Groote Eylandt. The Warehouse Officer will be responsible for the day-to-day logistics of running the warehouse – including pick-ups and deliveries. The Warehouse Officer is responsible for creating value by delivering reliable, high-quality assurance and ensuring quality and value is realised by practising structured quality assurance methods.

Key Responsibilities

- Overall responsible for maintaining the goods in the warehouse and ensuring they are stored properly.
- Carrying out tasks as directed and to company procedure.
- Ensure that the picking, packing, dispatch of orders, deliveries and branch transfers are carried out on time according to the schedule.
- Process orders – ensure a good working relationship with both ALC staff and suppliers to ensure the customer gets exactly what they order and troubleshoot for any orders that are incorrect, sourcing correct stock

Selection Criteria

Key Knowledge, Skills and Experience

- Highly organised and attention to detail.
- Willing to learn and follow safe work practices.
- Ability to lift heavy objects and strictly adhere to WHS requirements.

Key Essential Position Requirements [Qualifications, Certifications, Screening Checks, Health Checks, Licences]

- **Pre-Employment Checks:** A National Police Check is required for this position prior to appointment.
- **Motor Vehicle Licence:** A valid motor vehicle licence is required for this position.
- **Previous experience:** in a similar role, including experience with a variety of warehouse software and systems is highly regarded





What's on offer?

- Salary: starting from \$50,000 per annum depending on experience
- 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

Other information

Working Hours, Travel and Location

- **Work outside standard business hours may be** required from time to time to meet operational or organisational needs.
- **Ability to work effectively with diverse communities**, including Aboriginal and Torres Strait Islander peoples and other cultural groups, as well as in remote or regional settings where required.
- **Adaptability to varied work environments** is essential, as duties may involve working in changing, challenging, or unpredictable conditions, including different climates, terrains, or operational contexts.

How to apply

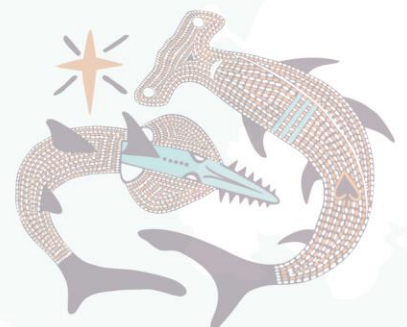
Please email your resume and cover letter that addresses the selection criteria and outlines your work experience and personal values that would meet the requirements of this role.

Further Information

For more information on the Anindilyakwa Land Council, please visit our website:

<https://www.anindilyakwa.com.au>

You are welcome to email recruitment@alcnt.com.au with any questions.





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