



# GELGANYEM LIMITED

PO Box 5  
Kununurra  
WA 6743  
Phone: (08) 9169 3504  
Fax: (08) 9169 3210

ACN: 112 890 561 ABN: 66 112 890 561

## GELGANYEM TRUST

### Administration Officer

An enthusiastic and friendly person is required to work as part of the Gelganyem Team in delivering on the objectives of the organisation.

The Administration Officer is an important role that will support Gelganyem and Kilkayi staff to be able to work effectively across all projects and business areas.

This is a great opportunity for a local Aboriginal person who is already working in administration or has completed some TAFE studies in administration area.

The full time position is based in Kununurra and can lead to future career path opportunities.

If you are interested in the position, please forward your CV along with the details of two recent referees who can comment on your work with them.

Applications marked “**Confidential**”, can be sent to Gelganyem Trust, PO Box 5 Kununurra 6743 or via email to [trisha.birch@gelganyem.com.au](mailto:trisha.birch@gelganyem.com.au)

#### DUTIES:

##### General Office:

- Answering telephone calls and providing front office reception.
- Dealing with enquiries from clients who visit the office or directing those clients to another Gelganyem team member who can help.
- Taking messages and delivering messages to responsible staff member.
- Assisting with organising meetings, including catering and venue bookings, preparing meeting rooms and clean up after meetings.
- Assisting with the preparation of documents for meetings.
- Checking the mail and processing internal and external post.
- Assisting with the organising and booking of travel and accommodation for Staff, Directors, Clients and visitors.
- Photocopying, scanning and distribution of information.
- Assist in the purchasing of stationery, goods and services.
- Maintaining office equipment and organising servicing and supplies.
- Running errands as required.
- All other duties as required.

##### Qualifications/Licence:

- Certificate I or II in Administration or Business and/or willing to undertake studies gain further education.
- Current “C” Class, WA Drivers Licence, or willing to obtain licence.

Hours: Monday to Friday  
8am – 4.30pm

1hr for lunch