

**Position:** Administration Assistant

**NPYWC Program:** Admin Team

**Employment Details:** Casual

**Location:** Alice Springs

**Base Salary:** \$36.07 - \$42.06 per hour + 25% casual loading (negotiable based on experience) with additional benefits

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

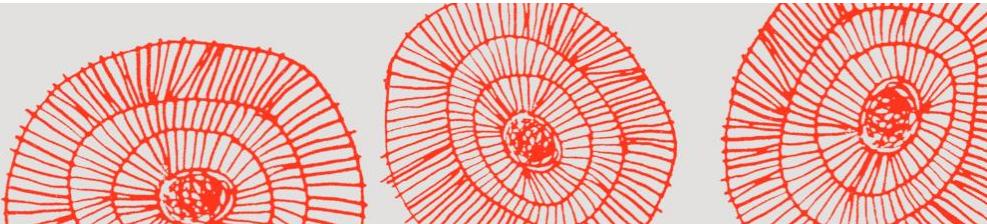
The People and Workplace Services (PAWS) team are responsible for delivering operational excellence to the employees and clients of NPY Women's Council (NPYWC).

PAWS form part of a business support team that includes Administration, Human Resources and Property and Vehicle Maintenance.

## Your Role:

The Administration Assistant (People & Workplace Services) reports directly to the PAWS Team Leader. The role supports a broad range of administrative work including reception, travel and accommodation bookings, administering our Emergency Relief Program, supporting HR staff with HR administration, and other administration tasks as required.

This role will provide growth, career development and the chance to work in a team that values creative thinking, flexibility and wellbeing.



## Your Responsibilities:

- Welcome people in reception, notifying staff of arrivals and answering general enquiries.
- Answer incoming calls, addressing enquiries, transferring calls and taking clear and accurate messages.
- Administer travel and accommodation bookings for staff, including liaising with external accommodation providers, writing purchase orders and entering details in the database.
- Provide information to clients and callers, including referrals to relevant services if necessary.
- Issue and maintain the register of NPYWC keys
- Administer emergency assistance to Members via NPYWC's Emergency Relief Fund and liaise with other service providers accordingly.
- Select, pack and freight online and wholesale orders when required.
- Taking minutes of meetings.
- Complete daily mail tasks including collecting mail from the Post Office, logging incoming and outgoing mail and distributing incoming mail.
- Update the NPYWC internal staff contact list and external contact and mail lists on a regular basis.
- Monitor and replenish office supplies including stationery, postage and kitchen supplies.
- Assist with NPYWC's conference room including bookings, cleaning, supplies, daily locking and occasional catering.
- Perform monthly checks and restocking of NPYWC Alice Springs staff accommodation, including liaising with sub-contractors as required.
- Ensure the kitchen is maintained in a clean and tidy manner.
- Assist with HR administration tasks as directed, including recruitment and job advertising, maintaining staff files and documents, and assisting with the administration of compliance documents.
- Other administration work as required.

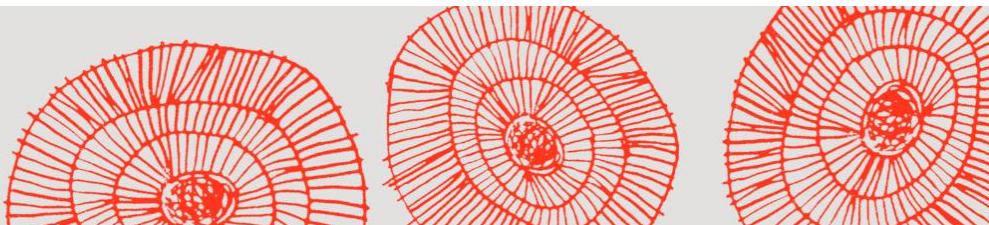
## Skills and Experience:

- Ability to understand the needs and issues facing a diverse range of people including clients, colleagues, management, government and other agencies.
- General understanding, or willingness to learn, of current issues relating to working and living in remote Aboriginal communities.

## Qualifications:

- Full Drivers Licence is beneficial but not required.
- A qualification in Business Administration, Customer Service or similar is beneficial but not required.

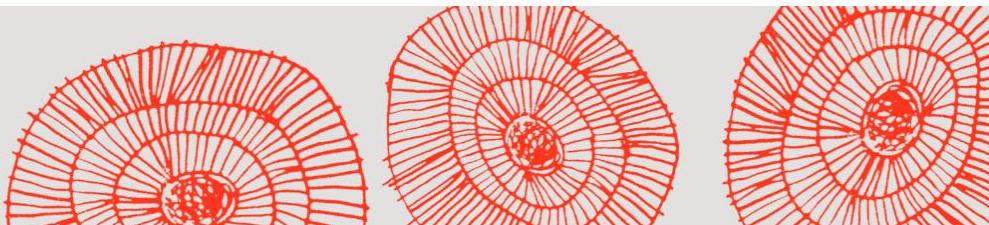
## Remuneration:



<ul style="list-style-type: none"> <li>▪ Experience working with Anangu, or people for whom English is their second language.</li> <li>▪ Ability to problem-solve and use your own initiative.</li> <li>▪ Confidence and experience in using computer systems.</li> <li>▪ An organised work style with attention to detail and a commitment to completing tasks.</li> <li>▪ Demonstrated ability to work in a busy environment, staying calm under pressure and working with minimal supervision.</li> <li>▪ Ability to make decisions within guidelines.</li> <li>▪ Flexibility and ability to multi-task.</li> <li>▪ Ability to think outside the square and find solutions to problems.</li> <li>▪ Understanding of confidentiality requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Base Salary: \$36.07 - \$42.06 per hour + 25% casual loading</li> <li>▪ Plus 12% Superannuation</li> <li>▪ 5 weeks' annual leave with 17.5% leave loading</li> <li>▪ Generous Additional Leave Entitlements</li> <li>▪ Salary Packaging Benefits</li> <li>▪ Retention Bonus (if employed for more than 12 months)</li> </ul>
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## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.



- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact People and Workplace Services on 08 8958 2329 visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

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Employee Name (Please Print)

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Employee Signature

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Date