

## **Job Advertisement: Office Administrator at Yirara College (WLJG), Kintore**

**Position:** Office Administrator

**Location:** Yirara College, Kintore, NT

**Part-time Role**

Yirara College, located in the heart of Kintore, is seeking an experienced and dynamic **Office Administrator** to join our dedicated team. As the backbone of our administrative operations, the successful candidate will play a crucial role in supporting the Walungurru Law and Justice Group (WLJG) while ensuring the smooth day-to-day functioning of the office.

### **Key Responsibilities:**

- Provide high-quality administrative support to the Coordinator and members
- Manage office communication, including phone calls, emails, and correspondence
- Organise and maintain office files, records, and documents
- Assist with student enrolments, records, and attendance management
- Coordinate meetings, events, and travel arrangements for staff
- Handle general office duties such as ordering supplies, managing office equipment, and ensuring a welcoming environment
- Liaise with communities (individuals and families), and external organisations in a professional manner
- Ensure confidentiality and security of sensitive information

### **Skills and Experience:**

- Proven experience in office administration or a similar role
- Strong organizational and multitasking skills
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent verbal and written communication skills
- Attention to detail and a proactive approach to problem-solving
- Ability to work independently as well as part of a team
- A positive and professional attitude with the ability to manage a busy environment
- Experience working in an educational setting (desirable but not essential)

### **Why Yirara College/ WLJG?**

- Become part of a supportive and inclusive community
- Opportunity to make a meaningful impact on the lives of members and communities
- Attractive wage including remote incentive allowance
- Scenic location with a unique cultural experience in Kintore

If you are a motivated, efficient, and professional individual with a passion for administration, we would love to hear from you!

### **To Apply:**

Please submit your resume and a cover letter addressing the key responsibilities and your relevant experience to [hr@yirara.nt.edu.au](mailto:hr@yirara.nt.edu.au) or [Davine.Jansen@yirara.nt.edu.au](mailto:Davine.Jansen@yirara.nt.edu.au). Applications close on 23 May 2025. Alternatively, ring Davine Jansen - **08 8950 5644**

Yirara College is an Equal Opportunity Employer who provides an inclusive work environment and embraces the diverse talent of its people. We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.