



ADMINISTRATION OFFICER

First Nations Media Australia
 Identified positions - Aboriginal and Torres Strait Islander
 Alice Springs NT
 Full time

The Role

The Administration Officer role is to provide general administrative support to the organisation. Reporting to the Assistant Manager, the person will work closely with the Executive Assistant to undertake a variety of tasks to support the day to day operations of the peak body.

Please Note: Duties may vary in line with the priorities of the organisation and may be re-defined by the Manager but broadly speaking they will include:

Key responsibilities

1.	<p>Administration</p> <p>Telephone & office reception. Collection & processing of incoming and outgoing mail. Filing and photocopying as required. Processing stationery orders. Maintenance of reception displays & brochures. Maintaining/ordering all office supplies. Support minute taking of staff meetings. Support with Xero data entry/accounting.</p> <p><i>Marketing Support</i></p> <ul style="list-style-type: none"> • Content support for website and social media. • Supporting the collation of the newsletter. • Assist Executive Assistant with other duties.
2.	<p>Event Support</p> <p>Assistance with preparation and organisation of events. Assistance with registration and administration tasks.</p>
3.	<p>General</p> <p>Assisting with transport and hospitality for visiting Board & General members. Provide weekly (or fortnightly) written reports of work undertaken (in Smartsheet or similar program as directed) for discussion with Assistant Manager.</p>

Other duties which may be undertaken: Tasks as directed by the General Manager, Assistant Manager or Executive Assistant.

Competencies required:

- Accurate typing skills.
- Attention to detail.
- Client focus.
- Good communication skills, including written and verbal skills.
- Ability to manage time effectively.

Desirable knowledge and experience:

- Education, training and/or relevant experience equivalent to completion of Year 12 and/or Certificate III and/or above in a nationally accredited qualification
- Knowledge of, or ability to acquire knowledge of the First Nations media industry.
- Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander communities and the issues affecting Aboriginal and/or Torres Strait Islander
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islanders.

KPIs:

- Professional development needs identified within 4 months of role commencement.
- Professional communication with staff and external stakeholders at all times.
- Is punctual and has regular attendance at work. Exhibits willingness to learn new skills.
- Office supplies are kept stocked at appropriate levels. Mail collected regularly.
- This is an Indigenous identified position.