



NEW SOUTH WALES ABORIGINAL LAND COUNCIL

Executive Assistant to the Executive (Aboriginal Identified)

Parramatta Location

Salary Range \$74,773 to \$90,478 plus 9.5% super and other benefits

The Opportunity

The primary responsibility of this position is to provide high level secretarial and administrative support services.

This will include being the first point of contact for both internal and external clients noting the initial enquiry and where appropriate referring them to relevant Business Units to action.

The position holder will also provide key administrative and organisational support and will be required to establish and maintain effective and reliable organisational systems.

To be successful in this role, the EA to the Executive will need to have:

- Aboriginality - this is an identified position under Section 14 (d) of the Anti-Discrimination Act 1977.
- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Proven keyboard, computer skills using Microsoft products combined with demonstrated administrative and secretarial skills.
- Sound oral and written communication skills.
- Capacity to develop and maintain efficient administrative and organisational systems.
- Demonstrated capacity for sound judgment, initiative, confidentiality and discretion at all times.
- Ability to work independently, determine priorities and meet deadlines.
- Sound interpersonal skills including the capacity to communicate professionally at all levels.
- Effective, planning, time management and organisational skills.

About us

As the State's peak representative body in Aboriginal Affairs, the New South Wales Aboriginal Land Council (NSWALC) aims to protect the interests and further the aspirations of its members and the broader Aboriginal community. NSWALC is a not for profit organisation.

More information about NSWALC can be found at www.alc.org.au

How to apply

To apply for the position please obtain a copy of the recruitment package containing the Role Description and Success Profile by contacting the Human Resources Officer by email: recruitment@alc.org.au or on (02) 9689 4490. Applications close **9.00 AM Monday, 18 September 2017** and can be forwarded to recruitment@alc.org.au

Job Status: Ongoing (Permanent)

Job Reference: 0020