



NEW SOUTH WALES ABORIGINAL LAND COUNCIL

Legal Administration Officer

Parramatta Location

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

The Opportunity

The Legal Administration Officer is responsible for clerical support within the Legal Service Unit (the LSU). This position will be the first point of contact in the Office for clients. The position will provide key legal administrative and organizational support to the LSU and will be required to establish and maintain organizational systems.

To be successful in this role, the Senior Workplace Officer will need to have:

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Sound oral and written communication skills.
- Demonstrated experience of administration in a law firm or legal environment.
- Excellent computer skills; including advanced word processing, Microsoft Outlook and experience undertaking internet research.
- Ability to work as part of a team and also autonomously.
- Strong organisational skills including file and diary management.

About us

As the State's peak representative body in Aboriginal Affairs, the 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

To apply for this position

Please obtain a copy of the recruitment package containing the Role Description and Success Profile by contacting by email: recruitment@alc.org.au or on (02) 9689 4519. Applications close **5.00 pm Friday 9th February 2018** and can be forwarded to recruitment@alc.org.au

Job Status: Ongoing (Permanent)

Job Reference: 0031

Applications from Aboriginal people are strongly encouraged.