



New South Wales Aboriginal Education Consultative Group Inc.

*Administration Officer
NSW Aboriginal Education Consultative Group Inc.*

Salary

\$50,000 - \$55,000 gross per annum. This is a Full time position.

Location

NSW AECG Secretariat in Stanmore NSW.

Responsibilities

To provide administrative and clerical support to the NSW AECG Secretariat. The position will undertake a range of duties including: front reception, answering telephones, accommodation and travel bookings and other administration duties as directed by the Office Manager.

Selection Criteria

- Aboriginality – In this position an applicant's Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977.
- Demonstrated understanding, or the ability to rapidly acquire an understanding of the structure, functions and services of the NSW AECG Inc.
- Well-developed communication and interpersonal skills and the proven ability to build and maintain positive, productive relationships with internal and external stakeholders.
- Demonstrated high level attention to detail and the ability to plan and prioritise tasks to achieve required outcomes and meet deadlines.
- Advanced word processing and database skills and experience in various software packages
- Current Driver's Licence
- A valid Working with Children check is required.

Enquiries and Further information: Sherri Longbottom (02) 9550 5666
sherri.longbottom@aecg.nsw.edu.au

Completed Application can be sent to: Info@aecg.nsw.edu.au

Closing Date: 15 March 2019