



Administration Assistant Salary Range \$60K to \$70K (Plus Superannuation) Based in Stanmore NSW

The Role:

The **NSW Aboriginal Education Consultative Group Inc.** (NSW AECG) is looking for an **Administrative Assistant** to join our Secretariat team on a **Full-Time** basis. The role will be based in Stanmore, reporting to the Office Manager.

This is an entry level position. Experience is not included in the 'essential skills.' We are looking for someone who is keen to learn, brings enthusiasm, and can add value to our team.

Applicants with experience in administration and/or finance skills are also welcome to apply, as the final salary will be negotiated depending on skills and experience. We are looking for the 'right' person to join the team.

The Organisation:

The NSW AECG is a non-for-profit Aboriginal organisation that provides advice on all matters relevant to education and training with the mandate that this advice represents the Aboriginal community viewpoint.

We advocate cultural affirmation, integrity, and the pursuit of equality to ensure that the unique and diverse identity of Aboriginal students is recognised and valued.

The NSW AECG is a peak body representing education in the Coalition of Aboriginal Peak Organisations (CAPO).

Aboriginality:

Applicants for this position must be of Aboriginal descent by parentage, identify as being Aboriginal and be accepted in the community as such. Aboriginality is a genuine requirement for this position and is authorised under Section 14(d) of the NSW Anti-Discrimination Act 1977.

Key Duties:

- Answering phone inquiries.
- Monitoring emails.
- General administration and office duties.
- Undertaking tasks as directed by the Office Manager or Finance Officer.
- General administration and secretarial support for Program Managers.



Essential

- Aboriginality.
- Computer skills with Microsoft Office.
- Customer service skills.
- Ability to work as part of a team.

Desirable

- Experience in administration.
- Experience in finance.

If you have the above skills and are looking for an exciting and rewarding opportunity, please send your application to secretary@aecg.nsw.edu.au

For further information about this position or the NSW AECG, please contact **Rebecca McHugh, Office Manager** on (02) 9550 5666, or **Mr. Adrian Bell** on 0488 524 601.

We look forward to hearing from you.

Applications Close: COB Wednesday October 4, 2023.

Please note that only short-listed applicants will be contacted.