



Perth: 1/7 Tully Rd, East Perth WA 6004
08 9331 0100

Kalgoorlie: 159-161 Dugan St, Kalgoorlie WA 6430
08 9092 6500

Freecall: 1800 413 942

Postal: PO Box 3007, East Perth WA 6892

ABN: 54 635 417 042

**Operations Support Officer
(Administration & Office Support)
Part Time
Based in our Kalgoorlie Office**

Native Title Services Goldfields (NTSG) is the recognised native title service provider for the Goldfields Region of Western Australia.

Our primary function is to protect and advance the native title rights and interests of the native title claimants and holders of the Goldfields Region. This includes assisting native title claimants to have their native title rights and interests recognised by the Australian legal system.

NTSG is a not-for-profit company limited by guarantee and registered charity with the Australian Not for Profits and Charity Commission (ACNC). As a charity organisation NTSG offer salary packaging arrangements for all staff. Our staff highly motivated and team-oriented group, operating in a fast paced, complex and at times challenging working environment.

This role would suit a person looking for part time work around school hours or study hours.

About the role:

As an Operations Support Officer at NTSG,

- You will assist the Chief Operations Officer, support the Corporate Services Team and ensure the smooth running of the Kalgoorlie office.
- You will ideally have some experience of organising maintenance and repairs of the office building through liaison with local suppliers and trades.
- You will check that equipment and vehicles are maintained and serviced and ready for use.
- You will coordinate service delivery with cleaners and maintenance contractors.
- You will also assist with Native Title claim meeting activities including catering, registration, and assisting with travel payments. You will also deal with phone and visitors and pass enquiries to the appropriate staff.

To be considered for this position, it is essential that you:

- Have great command of written and spoken English, with a proven ability to be able to communicate respectfully and effectively with a range of people from a variety of cultural backgrounds.
- Can demonstrate experience in providing administrative support to a variety of staff.
- Can demonstrate high level skills and experience with Microsoft Word and Excel software. Experience of MYOB or similar accounting software is useful but not essential.

- are able to demonstrate experience in providing excellent customer service and you will be able to work efficiently and appropriately with limited supervision.
- Ideally, have some experience working with Aboriginal people.

Benefits:

- Working for a not for profit / charity organisation you can salary package up to \$15,899pa for living expenses items that attract FBT, additionally you may also be entitled to \$2,650 for meals and entertainment.
- Additional paid leave between Christmas and New Year's Day.
- Flexible working hours arrangements.

How do you apply?

- Email ntsghr@dabs.net.au to obtain a detailed Duty Statement.
- Complete a Cover Letter outlining your suitability for the role and address the Selection Criteria listed on the Duty Statement.
- Submit your Resume and Cover Letter in PDF format via this SEEK advert.
- Follow the prompts as directed by the HR Department.
- The successful person will need to provide a Police Clearance less than six (6) months old before an offer of employment can be provided.

Aboriginal or Torres Strait Islander people are encouraged to apply.

We will commence shortlisting immediately