

WE ARE HIRING!

Executive Secretary & Administration Manager

➤ About Us:

The Circular Head Aboriginal Corporation's Mission statement is to Embrace our Culture to Inspire and Empower Aboriginal People. We acknowledge and respect the voices of our past and enable Aboriginal people to live fulfilling lives through Identity and the delivery of creative, innovative programs and services that inspire self-determination and confidence.

CHAC holds 5 core values of Culture, Care, Community, Capacity and Capability and will always deliver these with absolute respect, care, and integrity.

➤ About the Role:

The Full Time position of Executive Secretary/Administration Manager will manage the day to day scheduling of General Managers appointments and administration duties.

- Reporting directly to the General Manager
- Managing emails, appointments, travel, minute taking, report writing, administration support and expense management
- Oversee and manage day to day administrative/reception duties
- Manage documents ensuring compliance.

➤ Perks:

- Work for a dynamic, family friendly, Not for Profit Organisation. AccessPay salary packaging benefits
- Training and education opportunities
- Grow your career in the ever-expanding Community sector



Your Skills & Experience

- **Understanding of Aboriginal society and culture and issues affecting Aboriginal people**
- **A minimum of 5 years Executive Secretary experience**
- **Excellent communication and interpersonal skills, with the ability to build relationships with internal and external stakeholders**
- **Demonstrated problem-solving skills and the ability to make sound decisions.**

➤ To Apply

If these sounds like the right fit for you provide the following by **5pm, 12th July, 2024**

- **A cover letter detailing why you would be great for the role.**
- **A resume outlining your education and employment background.**

✉ **employment@chac.com.au**

**successful candidates will be required to complete pre-employment, medical, Working with Vulnerable People and National Police checks.*

**will undertake regular cultural awareness programs*



Applications are strongly encouraged from Aboriginal and Torres Strait Islander people