



## Office Manager

### Expressions of Interest

#### About Goldfields Aboriginal Language Centre

The Goldfields Aboriginal Language Centre Aboriginal Corporation (GALCAC) is the regional language centre for the Goldfields and is directed by an Aboriginal board of directors. GALCAC works with speakers of 12 Aboriginal languages to ensure the languages are recorded, linguistically analysed and preserved through the creation of lexical databases, dictionaries and grammars. GALCAC also works to ensure that speakers have resources and opportunity to enjoy, use, share and teach heritage languages.

GALCAC maintains a strong academic profile through the release of academic papers and materials, engagement with a wide variety of research, researchers and universities to ensure the language collection and analysis processes used are best practice, peer reviewed and academically informed.

GALCAC is located in Boulder with a second office in Warburton Community. The Office Manager must reside locally as the position is office based Monday to Friday 8.30-4.30. All GALCAC staff at times engage with tasks outside their core role and core work hours, such as holding information displays, attending events, conferences and holding workshops.

#### Overview of the Office Manager Position

GALCAC is seeking expressions of interest from experienced office managers preferably with a background in an NGO or Aboriginal organisation, for a full-time, permanent position. The applicant needs strong customer service capability, administrative and IT capability with Macs, or the ability to learn quickly.

The applicant must be very keen to work in an exciting, grass-roots Aboriginal organisation which at times is fast-paced or challenging.

Personal qualities must include a can-do attitude, ability to work and maintain focus in a busy environment, ability to achieve excellent outcomes on time, ability to flourish in a small team and help the small team to flourish, an exceptionally positive attitude towards work, and the ability to work out of hours, on weekends or in remote communities, if required.

The Office Manager manages the Kalgoorlie and Warburton Language Centre offices, provides front of house customer services, manages sales, purchasing, mail systems, MYOB entries, banking, and infrastructural support for the language team. From time to time there

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are opportunities for the Office Manager to manage special projects including field work to remote locations, resource production or event management.

The Office Manager will be engaged in some of the research activities as part of their duties. Opportunity exists for the Office Manager to accompany field linguists on visits to remote Aboriginal communities during special projects.

Day-to-day the Office Manager:

1. Provides high quality customer service.
2. Manages marketing and bookings for training sessions, interpreting, resources and events.
3. Manages cash and EFTPOS sales, quotes, invoices, cash reconciliation, banking, cash float, sales receipts, MYOB sales entries.
4. Manages mail and delivery in and out systems, phones, contact records.
5. Manages shop-front stock, stocktake, online sales and delivery, and shop-front displays.
6. Produce educational kits, resources or books, as directed as special projects.
7. Opens and closes the Language Centre including attention to signage and security systems.

### **Remuneration**

Public Sector CSA Agreement 2019, General Division Salaries level 1.1. Consideration will be given to experience and capability for exceptional candidates to commence at a higher level. The salary range is \$53,930 - \$62,376 plus district allowance of \$10.20 per day.

Three week's annual leave is taken over the Christmas-New year period and one week in July. The Goldfields Aboriginal Language Centre closes down during these periods for all staff to have annual holidays.

### **Selection Criteria**

1. Administration experience
2. Working with Children Card (WWC) or ability to obtain.
3. Federal Police Certificate or ability to obtain.
4. Current driver's license - essential.
5. Australian resident – essential.
6. Proven ability to provide outstanding customer service.
7. Proven IT literacy
8. Capability and keenness to work in a fast paced Aboriginal language centre.

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9. Proven ability to adhere to organisational policy and procedure.
10. Personal attributes and ability to work in a small team as a cooperative, engaged, enthusiastic and capable team member.

**How to Apply**

Application to include:

1. A cover letter introducing yourself, your experience and why you're keen on working with GALCAC.
2. A CV/resume.
3. A one or two page statement on the selection criteria; dot point statements on whether or how you meet them. If you don't meet them, how will you up-skill yourself to meet them.

**Applications to:**

1. By email: the CEO [info@wangka.com.au](mailto:info@wangka.com.au)
2. By post or in person: CEO GALCAC 2 Burt St, Boulder WA 6432

**Further information**

By email only to the CEO [info@wangka.com.au](mailto:info@wangka.com.au)

This advertisement will remain open for expressions of interest until 31 Jan 2023, 4pm.