



POSITION DESCRIPTION Office Coordinator – Wurrumiyanga

Position Number:	PD 1079	
Directorate:	CEO	
Division:	Human Resources	
Supervisor:	Manager Organisational Development and Change	
Classification:	Level 6 to Level 8	
Tenure:	Fixed Term Full Time	Hours of Work: 76 hours per fortnight
Primary Location:	Wurrumiyanga	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Position Purpose

This position is responsible for effectively administering the Wurrumiyanga Council Office. Establishing and maintaining effective and efficient office systems, processes and work practices.

Responsibilities

- Pick up mail / parcels from Australia Post and Airport
- Pick up items from Barge
- Sort incoming and interoffice mail / parcels and distribute to employees and departments.
- Ensure the Council office is adequately staffed at all times includes backfilling.
- Ensure efficient communications and quality customer services.
- Acquisitioning of stationery supplies, furniture and equipment where required.
- Ensure a safe, healthy working environment.
- Provide administrative support to Managers when needed.

- Provide administrative support to Local Authorities and Councillors when needed.
- Cash handling procedures including reconciliation and banking.
- Cash entries reconciled on a daily basis
- Provide Community Services support.
- Other tasks as requested by line Manager or CEO.
- Perform invoicing tasks as required.
- Create Purchase Orders

Selection Criteria

- Tertiary qualifications would be an advantage
- Demonstrated experience in office management and customer relations.
- Demonstrated ability to establish and maintain office administration systems, procedures and practices that are effective and efficient.
- Proficiency in computer and IT use including Microsoft office systems (e.g Word, Excel) records management and data collection systems.
- Experience in cash handling procedures.
- Demonstrated capacity to work effectively within the social, political and cultural environments of Aboriginal and/or Torres Strait Islander communities and organisations.
- Current NT Drivers Licence