



YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552
GERALDTON WA 6531

ABN 93 638 346 684

POSITION DESCRIPTION

Position Title:	Receptionist (50D)
Reports to:	Executive Officer
Direct Reports:	N/A
Location:	YSRC Corporate Headquarters, Geraldton, WA
Basis of Employment:	Full-Time, 3 Year contract
Salary range:	\$55,000 - \$60,000

ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation, Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton Headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

POSITION PURPOSE

This position provides administrative support by managing the reception area and office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects in support of the operational team, Executive and YSRC Board.

The position will be the first contact point for YSRC.

RESPONSIBLE FOR

Under the direction of the Executive Officer:

RECEPTION (40%)

- Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries to the appropriate contact by maintaining YSRC directories.
- Maintains security by following procedures and SafeWA requirements; monitoring logbook; issuing visitor badges (if required).
- Maintains telecommunication system by following manufacturer's instructions.
- Maintains safe and clean reception area by complying with relevant procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

ADMINISTRATIVE DUTIES (45%)

- Creates and revises YSRC systems and procedures by analysing operating practices and recordkeeping systems.
- Reading, researching, and routing correspondence; drafting letters and documents, as requested.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains asset register and responsibility for maintenance of assets (IT equipment, vehicles etc).
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Manages intake of YSRC Membership application forms for Membership Officer to complete the process.
- Manages intake of Elders Program application forms and assessment for eligibility for Membership Officer to complete the process.
- Resolves administrative problems by coordinating preparation of reports, analysing data, and identifying solutions.
- Ensures that this position is the conduit to IT services for any queries/requests, including the set up of new employee workstations and boardroom IT support.
- Completes operational requirements by scheduling and assigning administrative projects.
- Assists in the preparation of correspondence, briefing notes, and reports as required.
- Prepares reports, enters, and stores data and maintains records for YSRC.

LOGISTICS SUPPORT (10%)

- Supports the Executive Officer by maintaining appointment schedules, planning and scheduling meetings, conferences, teleconferences, and travel as required.
- Supports the Executive Officer to convene meetings using technology e.g. Zoom, Microsoft Teams, as required.
- Supports the team by assisting with planning, teleconferences, community consultations and roadshows as required.
- Organises catering for meetings, conferences and consultations as required.

GENERAL (5%)

- Maintains YSRC procedures, records, equipment and vehicles to acceptable standards.
- Undertakes other duties as reasonably directed by YSRC.

SELECTION CRITERIA

Aboriginality is a genuine occupational requirement of this position under Section 50D of the *WA Equal Opportunity Act 1984*.

Demonstrated experience in:

1. Effective verbal communication skills with experience on phone/online systems.
2. Effective written communication skills, including the ability to use computer software for drafting meeting minutes, reports, spreadsheets and trackers.
3. Working effectively as part of a team and independently; and showing a high level of self-motivation.

Knowledge, skills and experience:

4. Software skills including Microsoft Word, Excel and Adobe pdf.
5. High standard of professionalism, customer focus and organisation.
6. Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.

Desirable

7. Experience with logistics and travel arrangement.
8. Current 'C' Class Driver's Licence.

OTHER

- The contract will include a 3-month probation period.