



AMYAC Receptionist/Administration Officer

Full-time 38hrs/week

(Cooper Pedy based Role)

SCHADS Award Level 2

We invite you apply to come work with AMYAC to help us grow and build a presence in Cooper Pedy.

The person we are looking for will need to have:

- Good interpersonal communication skills
- A flexible working attitude
- A desire to work within a community services focused organisation.
- Able to work with limited direction
- Good at self organisation with the ability to prioritise workloads to meet timeframes and job-related expectations
- A desire to work cooperatively within a team environment
- Experience in using Word, Excel or other similar office based software skills.

You may be requested to hold or be willing to obtain:

- National Police Check
- Driver's license
- Fit for Work Health Check

About applying...

Applications can be lodged at info@amyacntbc.cm.au and request for copies of the Position Description and Selection Criteria can be directed to Michael Coughlan at michael@amyacntbc.com.au or by phoning 0497 717 610, or (08) 7634 4510.

Applications will be accepted up to the Friday 26th of July.

AMYAC members and other Aboriginal and Torres Strait applicants are highly encouraged to apply.