

## POSITION DESCRIPTION

<p><b>POSITION TITLE:</b></p> <p>Office Manager</p> <p><b>INCUMBENT:</b></p> <p>█</p> <p><b>REPORTS TO:</b></p> <p>Operations Manager</p> <p><b>STAFF SUPERVISED:</b></p> <p>1 (Receptionist)</p>	<p><b>LOCATION:</b></p> <p>ETNTAC Office Esperance</p> <p><b>Date written:</b> █</p> <p><b>Written by:</b> █</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

### MAJOR PURPOSE

Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC) is the registered Native Title Body Corporate for the Esperance Wudjari Nyungar Native Title Body Corporate. ETNTAC is the first point of contact for government and other parties who want to conduct business in with Traditional Custodians in Esperance.

We are a registered charity with a membership of approximately 300 Wudjari Nyungar persons. The wider native title holding group, who we represent and work for, comprises several thousand individuals. Whilst member-focused, we value inclusivity and offer our services to all locally based First Nations people. Indeed, our pro-social and localised approach, achieves tangible outcomes for the entire Esperance community.

We are busy organisation with over 50 staff engaged in a variety of enterprises. Our Office Manager plays a vital role in supporting efficient and professional operations and must be capable of managing a diverse range of tasks during each day.





## KEY RESPONSIBILITIES

**General office management:** ensure that our Esperance office is kept to a professional standard by managing office cleaning services overseeing maintenance of office equipment and calling in service technicians. The role includes coordinating ETNTAC's motor vehicle fleet allocation logistics and managing an accurate equipment asset register. The Office Manager maintains staff leave rosters, coordinates organisational calendars, assists with the preparation of weekly timesheets for payroll, responsibility for petty cash, collating receipts and invoices, managing PPE allocations and maintenance, oversight of purchase, pickup and delivery of office stationary, kitchen and cleaning supplies, and ensuring the office and kitchen spaces are well-kept and tidy.

**Business Records:** ensure that business and audit records are kept in good order.

ETNTAC must perform the functions of a prescribed body corporate under the Native Title Act and needs to ensure appropriate standards of accounting, book-keeping and records in line with these obligations. This includes the status of grants, tenders and other funding opportunities for the progress and development of ETNTAC. The Office Manager supports the Finance Manager and other colleagues in ensuring these functions are performed.

**Meeting Coordination:** Assists with logistics for regular Board, Elder and other meetings. This includes travel and accommodation bookings, circulating Board papers and materials in advance, and liaising with Board and Elders on their attendance. The role also coordinates logistics for meeting room bookings, teleconference and online meeting bookings, and catering orders.

**Day-to-day administration:** This includes supporting and mentoring our Receptionist to answer incoming communications, directing calls and email appropriately to team members, greeting visitors to ETNTAC in a friendly and professional manner, completing tasks and projects, coordinating ETNTAC mailouts, and ensuring staff timesheets are completed and uploaded to the system. It also includes responding to requests for information and equipment by staff in a friendly and professional manner.

**Occupational Health and Safety:** perform the role of safety officer within ETNTAC (in conjunction with others) and support provide administrative support for the implementation of ETNTAC's safety systems.



### **KEY COMPETENCIES**

1. Cultural sensitivity and respect and a passion for the work of ETNTAC
2. Record keeping
3. Reporting and documentation
4. Client and stakeholder liaison
5. Ability to communicate and interact effectively at all levels
6. Self-Management and organisation
7. Working knowledge of Microsoft office suite
8. Reliable and accountable
9. Follows through with rigour

### **Other requirements:**

1. Esperance based
2. Own transport and open driver's licence
3. Capacity to work regular and consistent 38-hour week during usual business hours

### **AUTHORITIES**

- As laid out by ETNTAC CEO

### **Approvals (signature of manager and incumbent required)**

**Signature** \_\_\_\_\_ **Date:**

**Signature** \_\_\_\_\_ **Date:**