

## WE ARE

# HIRING



## COME JOIN OUR TEAM AS AN **ADMINISTRATION SUPPORT OFFICER** **CONTRACT DURATION** 1 DECEMBER 2025 TO 5 JUNE 2026

The Nhulunbuy Corporation is seeking a professional, positive and engaged individual to join our small team. As an integral part of our Corporate Services Team the successful candidate will provide exceptional administration services to both internal and external customers and stakeholders, have great attention to detail and ability to meet deadlines. Recognising talent and experience comes at a price and we have developed a salary package that exceeds industry benchmarks to attract the right person to become part of our Corporate Services Team working directly alongside experienced individuals with direction from the Manager - Corporate Services.

### THE ROLE

As one Corporation, we work in close collaboration, delivering municipal services to the community of Nhulunbuy through our four discrete business units (Aviation, Community, Finance and Infrastructure).

You will work as part of a small team as well as independently and have the ability to manage the day-to-day deadlines related to the primary administration and finance duties as directed.

### PRIMARY DUTIES

- Provide a wide range of administrative support services
- Front desk reception support
- Support for incoming calls and e-mails
- Perform debt recovery as per the Debt Recovery Policy
- Support the Finance Team in other areas as required including spreadsheets, audit and record keeping.

**Untrained applicants considered; training provided to the right applicant. Pre-employment medical and a probation period of up to 3-months will apply.**

### OTHER REQUIREMENTS

- Excellent communication skills, written and verbal.
- Microsoft applications – intermediate expertise in Excel, Word, Outlook
- Ability to meet deadlines and process transactions in a timely manner.
- Demonstrate exceptional levels of confidentiality and integrity.
- Accuracy with numbers and attention to detail.
- Flexibility to undertake a wide variety of tasks.
- Have the ability to work unsupervised and/or to work well in a team environment.
- Possess an exceptional customer service approach.

### APPLY NOW

Your application should include a CV and covering letter stating your interest and suitability to the primary duty requirements details in the position description, with a minimum of two professional references.

This full-time Band 4 level position has an expectation of 76 hour fortnight with all entitlements under the Nhulunbuy Corporation EA 2022 - 2026. Hours can be flexible to suit applicant.

**CONTACT US**



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Position will be open until filled and applications can be submitted via email or in person.