

OFFICE ADMINISTRATOR/PA/RECEPTIONIST – 12 months Maternity cover

- Looking for a small team environment working for a charity?
- Are you IT savvy with Mac and/or Salesforce knowledge?
- Enjoy a role with a variety of admin responsibilities – can't guarantee any two days would be the same!

Full-time role performing reception and admin duties while providing support to the Executive Director with the Indigenous Literacy Foundation.

The Indigenous Literacy Foundation is a growing not for profit charity (celebrating its 10th anniversary) that supplies and publishes books in remote Indigenous communities across Australia. This busy position requires an efficient, well-organised person with office experience. If you like a challenge, work well with conflicting deadlines and priorities and would enjoy working for a fantastic cause, this is a great place and team to work with.

As Office Administrator, you'll take care of

- general admin and reception duties,
- incoming and outgoing mail (including two email accounts) and parcels,
- database management,
- filing,
- book stock and inventory management,
- daily banking,
- assisting the Executive Director with diary management, correspondence and filing,
- meeting logistics and correspondence,
- travel and accommodation bookings .

Mac and Salesforce knowledge an advantage.

You will need to be a mature confident professional with excellent communication and organisational skills.

Aboriginal or Torres Strait Islander candidates are encouraged to apply. Hours – 9.00am – 5.00pm

Immediate start. Full time position. Close to Broadway, Sydney.

To apply, email Kirsten at info@ilf.org.au. Attach your CV and a cover letter highlighting your relevant experience against the tasks listed above plus the contact details of two current referees.

All applications must be received by 21 February 2020.