

dambimangari

Aboriginal Corporation

MEMBER SERVICES OFFICER

Dambimangari Traditional Owners are strongly encouraged to apply

The Member Services Office role:

- Responsible for providing administration support to ensure efficient operations for Member Services.
- Liaise with members in relation to application queries, reviewing submitted applications, processing payments in accordance with DAC Trust and RPF policies and procedures.
- Management of the Heritage/Genealogy database.

Selection Criteria

Essential:

- Dambimangari person with well-developed knowledge of the Dambimangari genealogy and demonstrate strong relationships with family signatories.
- Strong administration experience.
- Certificate II in Business or Administration or progress to the same.
- Demonstrated client service focus and experience in a client service environment.
- Well-developed interpersonal, verbal and communication skills, including the ability to communicate with management and staff at all levels.
- Ability to liaise with external stakeholders.
- Demonstrated organisational skills and attention to detail.
- Proven ability to work under pressure and meet deadlines.
- Demonstrated understanding of confidentiality and integrity in the workplace.
- High level computer skills and extensive experience using Microsoft Office and Word.
- Ability to learn new tasks, solve problems and multi-task in a busy work environment.
- Current National Police Clearance.
- Current Working with Children's Clearance.

Desirable:

- Previous administrative experience in an Aboriginal Corporation or Member Services role.
- Attainment or progress towards Diploma / Cert IV in Business Administration.
- 'C' Class drivers licence.

Location: Derby Western Australia
Remuneration: As per the Aboriginal Communities & Organisations Award 2011
Level 3/4
4 weeks annual leave + 1 week remote leave
District Allowance, Annual Airfare Allowance, Leave Loading,
Superannuation & Salary Packaging.

Applications: Marilee.Liddell@optimalpersonnelservices.com.au
Closing: 5pm Tuesday 30th June 2020
Further Information: Contact Marilee Liddell at Optimal Personnel Services on
0437 858 567