



Job opportunity: Administrative Assistant

Organisational profile

The Fred Hollows Foundation is an agent for development; we focus on blindness prevention and Australian Indigenous health. The Fred Hollows Foundation works for a world where no one is needlessly blind and Indigenous Australians enjoy the same health and life expectancy as other Australians.

Position type

Full time position is based in the Darwin office.

Relationships

This position reports to the Operations Manager but is supervised by the Accounts and Administration Coordinator.

Job summary

The Administrative Assistant is responsible for the effective and efficient functioning of the Darwin reception and office as well as general administrative functions of Indigenous Programs. Major responsibilities include:

- Reception
- General administration
- Staff Support
- Coordinate the Indigenous Program photo collection
- Resource management
- Data entry/accounts processing

Please refer to the job description for more information.

Applications should –

- Include a resume outlining summary of qualifications and experience.
- Address each of the selection criteria.
- Provide work referees and contact details.

Selection criteria

- Demonstrated extensive experience in a similar role, preferably within a NGO.
- Professional and friendly telephone manner.
- Strong attention to detail with a high degree of accuracy.
- Advance computer skills including MYOB and Microsoft Office including Word, Excel and Outlook.
- Excellent written and clear verbal communication skills.
- Good time management skills and ability to multi-task.
- Ability to work well in a team.
- Experience working with a database.
- Current NT Driver's licence.

Indigenous people are encouraged to apply for this position.

Remuneration

An annualised salary package of around \$46,746 (inclusive of base salary around \$37,970, leave loading, superannuation, tax free fringe benefit option) depending on experience.

Application process

For further details, go to www.hollows.org.au/employment or call **Ben Swan** on **(08) 8941 5145**. Send applications to fhf@hollows.org by **COB Monday 15 June 2009**.