

**OFFICE MANAGER – GUNBALANYA MEATWORKS**

**Casual role offering accommodation and meals**

**Varied work and attractive remuneration**

**Contribute to benefits for the local Indigenous community**

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

ILSC Agribusiness is a specialised unit of the ILSC that focuses on the development and management of commercial agribusiness investments on Indigenous land in partnership with Indigenous people. ILSC Agribusiness currently operates agricultural businesses, including beef cattle, fine-wool merino sheep, a community-based meatworks and a cattle export depot.

The Office Manager role will work relatively autonomously to deliver administration, finance and customer service for Gunbalanya Meats. Gunbalanya Meats operates a small abattoir and retail butcher shop in the community of Gunbalanya on the eastern edge of Kakadu in the NT. Beef and buffalo meat grown on Gunbalanya Station is processed through Gunbalanya Meats and sold to a wide range of customers, including Indigenous community supermarkets and various NT meat wholesalers and retailers. Gunbalanya Station and Meats are a significant source of employment at Gunbalanya and host local Aboriginal people training and working in beef production and meat processing.

Reporting to the Meatworks Manager, the Office Manager will be expected to:

* Manage the purchase of goods and services through the ILSC purchase order system in accordance with the approved budget and the ILSC’s purchasing procedures with the aim of keeping expenditure below the budget.
* Process invoices for payment and forward them to the ILSC Finance officer within one week of receiving the invoices, to enable them to be paid efficiently and on time.
* Monitor monthly stocktake process to ensure all required paperwork is completed and submitted.
* Provide assistance to the Manager in attending to any financial or administration requests, including compilation and coordination of statistics and reports.

The preferred applicant will be engaged on a casual basis with Australian Indigenous Agribusiness Company Pty Ltd, a wholly owned subsidiary of ILSC.

*For further information, please contact* ***Paul Strong, Meatworks Manager on 0408 495 988 or Freecall 1800 818 490.*** (*Position documentation, the Recruitment Privacy Statement and more information about the ILSC are available on our website at* [***www.ilsc.gov.au***](http://www.ilcs.gov.au))

You must be an Australian resident and a current driver’s licence is essential.

**To apply visit** [**www.ilsc.gov.au/jobs**](http://www.ilsc.gov.au/jobs)

Applications are to include a covering letter and current CV in “MS Word” or PDF. Further information may be requested if you are selected for interview.

**Applications close 3 November 2019.**

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities that we support*.*