



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Administrative Officer

12 Month Fixed Term position based in Brisbane

Indigenous Identified opportunity

Salary \$59,000 to \$63,000 (plus 15.4% Super)

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.

The ILSC is seeking an organised and motivated self-starter to work in a challenging and rewarding team environment undertaking a range of administrative, financial and other office-based activities to support project staff, management and assist to maintain the efficient and effective operations of the Divisional Office.

Reporting to the Senior Administration Officer you will:

- Undertake a range of administrative tasks including preparation of correspondence and reports, organising meetings/conferences, arranging travel bookings, undertake switchboard duties and provide administrative support to the Division.
- Arrange for the procurement of goods including obtaining quotes and preparing purchase orders. Process invoices for payment, liaise with other sections of the ILSC, clients and suppliers regarding the payment for goods in accordance with ILSC's guidelines and accountabilities.
- Maintain and monitor the electronic information systems and liaise with other sections of the ILSC regarding the land acquisition, land management and administrative budgets, in order to assist project staff and Divisional Manager in the management and monitoring of projects.
- Maintain the records management system (electronic & paper based) for the Divisional Office, including the collection, distribution, filing and archiving of documents and correspondence in a timely, effective and efficient manner.

The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement.

*For further information, please contact **Catherine Beaumont, Senior Administration Officer (07) 3854 4600 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)*

You must be an Australian resident and a current driver's licence is desirable.

To apply visit www.ilsc.gov.au/Home/About/Careers

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 27 January 2020.

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.