



Yorta Yorta Nation Aboriginal Corporation (YYNAC) has the following vacancy.

Yorta Yorta Nation Aboriginal Corporation (YYNAC) is a dynamic organisation committed to land management, cultural heritage projects and commercial business and employment opportunities. There are many opportunities for growth and advancement for a motivated and ambitious person to join the team.

About the Role

We are currently seeking a trainee receptionist on a part time basis (4 days a week). This role will be suitable to someone who is looking for an entry level position in administration with the ability to grow as we will provide valuable on the job training and enrolment into a Certificate III in Business Administration.

The role includes:

- Data entry
- Assisting with enquires
- Ordering office amenities
- Reception duties
- Assist and provide support to staff
- General administrative functions

About You

- Applicants must have
- Good presentation
- Demonstrated can-do attitude and a willingness to learn
- Ability to work in a team environment
- Ability to work within deadlines
- Excellent communication and organisational skills
- Attention to detail
- Good computer skills

The successful applicant will be subject to reference checks a drug and alcohol screening and will need to provide a National Police Check and a Working with Children Check.

What we offer you

- Salary packaging of \$15,900 available for Part- or Full-time employees
- Access to free and confidential Employment Assistance Program

To apply or request a copy of the position description please email hrmanager@yynac.com.au.

This is an "Indigenous Only" role under Special Measures of the EEO Act 2010 Section 12.