



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

SENIOR RECEPTIONIST

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. The position will be based at our Barmah Office with some travel to our Shepparton Office and the Dharnya centre office as required.

About the Role

We are currently seeking a senior receptionist on a fulltime (1-year fixed term). This role will be suitable to someone who is experienced in reception and customer services.

The role includes:

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

About You

Applicants must have

- Good presentation
- Demonstrated can-do attitude
- Ability to work in a team environment
- Ability to work within deadlines
- Excellent communication and organisational skills
- Attention to detail
- Excellent 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

- Attractive salary (including 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.