

RECEPTIONIST/ADMIN ASSISTANT Part-Time/Casual



- Tom Price
- Part-Time/Casual

Gumala Aboriginal Corporation (GAC) works to alleviate poverty and promote self-determination for the Bunjima, Yinhawangka and Niyaparli people of the Pilbara region in Western Australia.

The Receptionist/Admin Assistant is the first point of contact for our Traditional Owner Members, providing informed and reliable support and information about programs and benefits. The role is highly customer-service focused, with an emphasis on problem solving and communication, as well as accurate data entry and general administration.

Our ideal candidate will have the following personal qualities and skills based on demonstrated prior experience:

- Previous reception and/or customer service experience
- A deep sense of responsibility and high level of professionalism
- Personal resilience and the ability to manage stressful situations
- A commitment to delivering excellent customer service
- Strong communication skills, both written and verbal
- A positive, 'can-do' attitude and ability to multi-task
- Intermediate computer skills, including proficiency in Microsoft Excel
- Be reliable and punctual

Aboriginal and Torres Strait Islander people are encouraged to apply in line with Gumala's desire to increase workforce diversity and Indigenous representation.

To apply for this job: Please send your current resume and a cover letter detailing how you meet the required criteria to: jobs@gumala.com.au Shortlisting will begin immediately.