



Reception/Admin Role

Full-time

Are you of Gunaikurnai, Aboriginal or Torres Strait Islander heritage?

Are you an experienced in customer service and reception/admin work?

Do you take pride in being the face of the business?

GLaWAC is seeking an experienced Receptionist/Administrator to join our unique and culturally active business.

Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) represents the Traditional Owners of Gippsland, the Gunaikurnai people. The role of GLaWAC is to lead key initiatives that meet the aspirations of the Whole of Country Plan and to support members through Native Title related matters.

- **Kalimna Location**
- **Monthly Cultural Activities and Education**
- **Excellent Personal Development Opportunities**

You will:

- **Be Highly Organised**
- **Be a Team Player**
- **Be an Excellent Communicator**
- **Have a Friendly Nature**
- **Have an Eye For Detail**
- **Have a 'Can Do' Attitude**

If you fulfil these requirements and would like to be a part of this unique corporation, please submit resume and a cover letter addressing your abilities in this area to the email address below.

For further information:

Please contact the HR Manager, Mardi Edwards on 0421 818 748

or at jobs@glawac.com.au

Applications close 15th May 2019

