Office Manager - Kalimna



Position Description

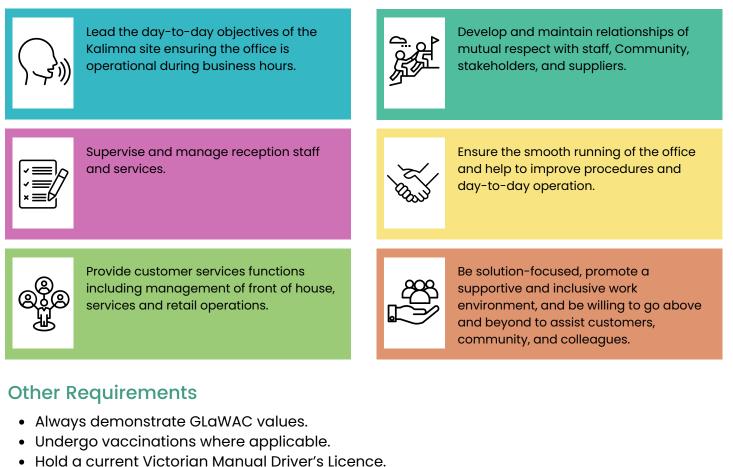
Reporting	Location	Hours	Contract	Reports	Job Level	
Corporate Services General Manager	Kalimna	Full time	Ongoing	2	Manager	

People of Aboriginal or Torres Strait Islander heritage are encouraged to apply.

Role Purpose

To manage the day-to-day operations of the Kalimna office by providing a welcoming and open environment that also supports the Corporate Services deliverables, enabling successful business functions. The Office Manager will be responsible for developing intra-office communication protocols, facility management, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

The Role



- Undertake mandatory random Drug and Alcohol Testing (Policy Agreement).
- Hold a Working With Children Check and/or Police Check.
- Demonstrate commitment to your work and team.
- Complete mandatory training.
- Undertake other duties as required.
- Although we may offer a flexible work environment, the employer can direct you to work in the office.

GLaWAC Values: Respect | Encourage | Service | Persistence | Empathy | Courage | Teamwork

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Essential Skills/Experience

- High level communication and people skills.
- High level computer literacy in the MS Office suite.
- Well-developed time management, planning and priority setting skills.
- An ability to work independently and with minimal supervision.
- An ability to problem solve and display initiative.
- Active listening skills and the ability to deal appropriately with sensitive information, ensuring confidentiality and privacy are maintained.

Desirable Skills/Experience

- Sound knowledge of office administration and procedures.
- Well-developed verbal and written communication skills.
- An ability to work both independently and as part of a team.

Core Leadership Capabilities

- 1. Cohesive have each other's backs
- 2. Cultural have the REAL conversations
- 3. Courageous Be respectful and safe
- 4. Persistent Be committed to the purpose and lead by example