

## Youth and Family, Administrator

Yaandina Community Services is the largest local provider of community services in the Pilbara. We have a comprehensive suite of services that include youth and family programs, drug & alcohol services and community and aged care services. Through integrity, respect, team work, continuous improvement and innovation the dedicated staff at Yaandina focus on the needs of our clients to deliver the best possible service and care.

### About the role:

You will be responsible for planning and delivering administrative projects, generating and processing enquiries and applications, supporting and assisting with activities to achieve optimal staffing levels and overseeing the operational level financial and general business administration duties including reception, and assisting the Manager, Youth and Family Services.

You will also act as a point of contact by linking employees, internal departments and clients and will maintain collaborative and regular communication with the Corporate Services Team.

### Duties include but not limited to;

- Work in collaboration with leadership and management teams to develop and ensure delivery of organisational outcomes aligned with Yaandina's Strategic and Operational Plans.
- Provision of high-level business support and assistance to the Youth and Family Services team.
- Answer of phones, mail and customer service and other general office duties.
- Assist Youth and Family Services Manager with administration and reporting.
- Provide business administration support and assistance to the Youth and Family Services team
- Assistance with HR administration including recruitment, onboarding, staff training and travel
- Assisting employees with Corporate IT system queries.
- Plan and coordinate Yaandina organisational events.
- Operate all current operational systems and processes relating to the functions of the Youth and Family Services' finance and accounting, human resources, asset & maintenance and risk & compliance to achieve maximum efficiency and results

### About you:

- Previous experience in a similar role
- Knowledge of processes and activities relating to Finance, Procurement and Human Resources
- Strong computer, communication and organisational skills
- Experience with Aboriginal Communities
- Understanding and respect for cultural diversity, ensuring culturally responsive care.

### Requirements of the role:

- Certificate IV or Diploma in Business Administration or similar fields or willingness to obtain
- Valid National Police Clearance
- Valid Drivers Licence
- Valid Working with Children Check

### Hours of work:

This is a Fixed-Term, 12 month contract, however, during this time you will be required to work Full-Time hours (76 hours per fortnight) set by the Manager, Youth and Family.



**Salary and benefits:**

- Base salary of \$74k – as per National Employment Standards (NES)
- Remote allowance
- Superannuation
- Salary packaging options available
- Conferences and training courses available

If you think this position is for you, please use the 'Apply Now' button at the bottom of the page.

*Yaandina is committed to providing an environment of diversity and inclusion and is a strong supporter of training and professional development. We are an Equal Employment Opportunity (EEO) employer and are committed to building a workplace culture that values diversity and inclusion. We welcome, actively support and promote the employment of Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQI+, culturally and linguistically diverse (CALD) backgrounds and other diversity groups.*