



Administration Assistant

Location: Swan Hill

Term: Permanent (Flexibility & Job Share Options Available)

Reports To: CEO & Executive Officers

Salary Band: VPS Band 2 | \$62,104 – \$79,753 + super

Direct Report: Nil

About Wamba Wemba Aboriginal Corporation

Wamba Wemba Aboriginal Corporation (WWAC) proudly represents the Wamba Wemba Peoples, the Traditional Owners of Country spanning the Murray and Loddon River systems across north-western Victoria. As the Registered Aboriginal Party (RAP), WWAC holds statutory responsibilities under the Victorian Aboriginal Heritage Act 2006 to protect and manage cultural heritage.

WWAC is a growing organisation committed to strengthening cultural identity, protecting Country, and advancing self-determination. Our Strategic Plan identifies workforce development, community employment, and organisational capability as key priorities. This role supports those goals by providing high-quality administrative and reception support across the organisation.

Position Purpose

The Administration Assistant provides front-of-house reception and general administrative support services across WWAC. The role ensures visitors, community members and stakeholders receive a professional and welcoming experience while supporting the efficient operation of the Swan Hill office.

This position contributes to WWAC's organisational growth by strengthening internal systems, supporting staff, and ensuring professional and responsive service delivery.

Key Responsibilities

Reception & Front-of-House

- Welcome visitors, Elders, community members and stakeholders in a friendly and respectful manner.
- Manage reception and visitor sign-in processes.
- Answer and direct incoming telephone enquiries.
- Monitor shared inboxes and ensure timely responses.

Administrative Support

- Assist with filing, scanning, records management and document preparation.
- Support incoming and outgoing mail, courier requirements and office correspondence.
- Assist with accommodation and travel booking processes.



- Maintain accurate registers and administrative records.

Office Coordination

- Prepare meeting rooms, assist with catering and support organisational events and workshops.
- Monitor staff amenities, kitchen supplies and assist with office maintenance requests.
- Support pool vehicle booking administration and asset register updates.
- Maintain stationery and office supply levels.
- Support staff with uniform and safety gear requirements.

Corporate Services Support

- Provide administrative assistance to the General Manager Kurrek and General Manager Economic Growth & Sustainability
- Assist with basic HR administration tasks, including timesheet collection and staff forms.
- Support preparation of documents, reports and filing systems.
- Support communication to Members through various social media and engagement software including MailChimp and other client relationship management systems.

Cultural & Community Support

- Engage respectfully with Elders, community members and visitors.
- Support culturally safe practices within the office environment.
- Participate in cultural learning activities and organisational training.

Key Relationships

Internal

- CEO & Board
- General Managers
- All WWAC staff
- Elders and community members

External

- Visitors and partner organisations
- Suppliers and contractors
- Training providers
- External HR, IT and administrative service providers



Key Selection Criteria

Essential

- Experience in administration, reception or customer service.
- Excellent interpersonal and communication skills.
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office applications.
- Knowledge or willingness to learn social media and Canva skills.
- Knowledge or willingness to learn client relationship software.
- Ability to manage competing priorities.
- Professional, confidential and culturally respectful approach to work.
- Current Victorian Driver Licence.

Desirable

- Knowledge of Wamba Wamba Country, culture and community.
- Experience working in Aboriginal organisations or community settings.
- Interest in developing a long-term career in administration or corporate services.

Other Position Requirements

- Ability to work from the Swan Hill office daily.
- Ability to obtain and maintain:
 - Police Check
 - Working with Children Check
- Willingness to undergo Drug and Alcohol Testing.
- Participation in mandatory training and induction.

Salary & Conditions

- Salary in accordance with relevant award and experience.
- Superannuation in accordance with legislation.
- Flexible working arrangements (full-time or job share).
- Culturally safe workplace with mentoring and support.
- Training and development opportunities.
- NFP salary sacrifice-benefits.
- Access to confidential Employee Assistance Program (EAP).
- Opportunity to contribute to meaningful work supporting Traditional Owner rights and the health of Country.



Why This Role Matters

This role strengthens WWAC's organisational capability and ensures a welcoming, culturally safe environment for community, Elders, partners and visitors. The Administration Assistant plays a vital part in supporting daily operations, maintaining professional standards, and contributing to WWAC's commitment to self-determination and cultural governance.

Wamba Wemba and Aboriginal or Torres Strait Islander people are highly encouraged to apply.

Application Process

WWAC is committed to creating safe, supportive and culturally welcoming employment pathways for community. We understand that people may be returning to work, seeking flexible hours, or exploring part-time or job-share arrangements. We encourage applicants to reach out for a confidential conversation if they would like support in preparing their application or discussing how the role could work for their circumstances.

Applicants are invited to submit their CV and a Cover Letter to **employment@wambawemba.com**.

Your application will be assessed against the Key Selection Criteria and your ability to demonstrate your suitability for the role.

If you are unsure whether you meet all criteria, or if you are considering part-time or job-share options, please contact us — WWAC is open to supporting flexible arrangements where the right candidate can meet the expectations of the organisation.

Applications close Friday 9 October 2026