

Office Manager - Kununurra

Kimberley Community Legal Services

We are looking for an experienced Office Manager to join our multidisciplinary team at Kimberley Community Legal Service in Kununurra. As an Office Manager, you will be working closely with our Chief Executive Officer to provide efficient, effective, and compliant administrative support and office management. You will manage our admin team and work closely with the wider KCLS team to support the functioning of the organisation.

This role manages the small administration team based across our two KCLS locations, Kununurra and Broome.

No two days will look the same in this role, but a typical day might entail....

- Supporting with research and liaising with external stakeholders to provide information to support leadership decision-making.
- Assists the CEO and Management Team with administrative support, including event management, communication planning, and marketing.
- Ensure compliance with KCLS policies, processes, and operational procedures, via the accurate tracking and recording of staff onboarding, compliance, and training records.
- Maintain up to date all employee files and essential documentation, ensuring that all staff up to date with mandatory training.
- Developing positive working relationships with the KCLS team, key stakeholder organisations, community leaders, and local people.
- Provide support and management to the Administration team assisting with workload and ensuring seamless administration service to the wider KCLS Team.

About the KCLS

Kimberley Community Legal Service (KCLS) is an independent, not-for-profit community legal service that provides free legal, financial counselling, and social work support services to financially disadvantaged and vulnerable people in the Kimberley region of Western Australia.

KCLS is the largest remotely located civil law service in Australia, and 84 percent of our clients are Aboriginal. We operate across the Kimberley region from our offices in Kununurra and Broome, servicing urban and remote towns and communities.

OUR MISSION

To be a dynamic organisation that works with the people and communities of the Kimberley to make a positive difference.

OUR VISION

Dignity, human rights, and social justice for all people in the Kimberley.

OUR VALUES

- Empathy and respect
- Dedication and commitment
- Integrity and honesty
- Teamwork and collaboration
- Improvement and innovation

Position Details

Reporting To: Chief Executive Officer

Direct Reports: Administration Team

Location: Kununurra

Hours: 8.15am – 5.00pm Monday to Friday

Salary: \$85,000 - \$90,000pa (depending on experience) plus super

Award: Social, Community, Home Care and Disability Services Industry Award 2010

Selection Criteria

1. Demonstrated experience leading a small team to deliver excellent customer service.
2. Well-developed communication (verbal and written) and interpersonal skills, with the ability to tailor communication appropriately to various people
3. Strong technology skills in Microsoft and the ability to pick up new technology quickly and the ability to troubleshoot IT issues
4. Able to be proactive and take initiative to streamline office processes and come up with solutions to a range of office issues
5. Experience multi-tasking and prioritising tasks and work under pressure
6. Experience in gathering information, including using the internet, and drafting reports and correspondence
7. Meticulous attention to detail

Successful applicants will need to provide references, a recent WA Police Clearance, current Working with Children's Check, and their working rights in Australia.

Further Desirable Criteria

- Current driver's licence valid for use in WA.
- Experience in a community legal and social support practice setting and/or community-based organisation.
- Experience with delivery of support to clients in a remote Aboriginal context.

Application Process

Submitting your application is easy. All you need to do is submit your resume and cover letter addressing why you would be a great fit for the role. Don't be afraid to really showcase your talent and/or potential. Please submit attachments in PDF format.

Time to apply! Applications close on 12th March 2023. Shortlisting and interviews may commence, and appointments made before the closing date, so don't delay. Apply now via our recruitment partners - <https://www.talenting.com.au/careers/>.

KCLS values a diverse workforce with different life experiences, skills, and backgrounds including people with disability, Aboriginal and Torres Strait Islander people, LGBTQIA+, and people from all cultural and linguistic backgrounds. Don't hesitate to reach out if you need a hand with your application.

Have any questions? Contact Tara Roopra on 08 6244 3222, or via email recruitment@talenting.com.au.