



ADMINISTRATION ASSISTANT

DARWIN

Saltbush Social Enterprises is a not-for-profit organisation leading the way in providing responsive and outcome focused services particularly to disadvantaged and at-risk Indigenous people and their families.

Through **Saltbush Employment Services**, our overarching objective is to engage and support employers to develop and sustain their Indigenous workforce to assist Indigenous Australians into long term work and career development.

This work is primarily done through the Vocational Training and Employment (VTEC) contract which is delivered by Saltbush throughout the Northern Territory.

As the **Administration Assistant** you will be responsible for providing administrative support to the Employment Services team at the direction of the Employment Services Manager.

You will be responsible for phone reception and as the first point of contact for visitors at the office, you will be professional in your conduct and presentation and ensure organisational policies are complied with at all times.

Ideally, you will have previous experience working in a culturally diverse business environment with great organisational and time management skills.

As an outcome focussed 'people person', and with the support of our passionate employment services crew, you will thrive in your ability to support the team in matching great jobs and employers with motivated jobseekers.

If you have experience in administration, customer service, a great work ethic and self-motivation, then this could be the challenge you have been looking for.

For a Position Description or to apply for this role, go to our website www.saltbushnt.org.au/careers. To discuss the position or the benefits of working with Saltbush, contact Dani Eveleigh at recruitment@saltbushnt.org.au or phone 0455 110 500.