

Administration & Operations Assistant



- **Maternity leave position with a growing not-for-profit organisation**
- **Based in Darwin with travel to outstations and remote communities**
- **\$77,045 - \$87,637 + super & generous salary packaging benefits available**

About Us

Children's Ground is working to create an environment where families realise their aspirations for the next generation of children to be free from trauma and suffering, enjoy equity and safety, be able to grow into adulthood happy and healthy, and have agency over their social, cultural, political and economic life. To learn more about Children's Ground and the work we do, visit our website: <https://www.childrenground.org.au>

About the Job

This position will work with the Director of the Top End Region and the overall CG admin team and will be the central point of contact for staff, families, and community in our Darwin office. The position offers variety, diversity and the opportunity to be involved in general administration duties, operations and office management.

This role will lead the smooth running of the Top End administrative processes for the team, including, but not limited to:

- General administration
- Back up IT support and coordination of equipment
- Support the finance function with purchase orders and processing invoices
- Support the payroll function with timesheets and leave requests as required

About You

You will be experienced in delivering administrative and operational support services, with the capacity to be flexible and adaptable while working within organisational policies, systems and processes. You will also have experience in managing an office and working with First Nations communities.

We invite you to walk with us on this unique journey...

Please apply via [SEEK](#) where you will be asked to upload a cover letter with a response to each of the key selection criteria contained in the position description, along with your resume.

Applications to be received by **5pm Tuesday 19th October 2021.**



In line with our workforce development strategy, Children's Ground strongly encourages and supports Aboriginal and Torres Strait Islander applicants to apply.