



Gimuy Administrative Support Officer

Application Guide

About Us

The Gimuy Walubara Yidinji Elders Aboriginal Corporation (GWYEAC) is the peak body for the Gimuy Walubara Yidinji People. We are dedicated to protecting, managing, and caring for Country, including our lands, waters, culture, and community. Our Administrative Support Officer provides vital day-to-day support to ensure the smooth operation of the organisation and the delivery of our cultural and environmental programs.

About the Role

The Administrative Support Officer is an office-based role that ensures GWYEAC's programs and activities run efficiently. You will provide clerical, customer service, and administrative support across a range of tasks, including correspondence, data entry, office management, meeting coordination, and communication with the community, Elders, and stakeholders.

Key Responsibilities

Administration & Clerical Support

- Provide general administrative and office support (emails, filing, correspondence).
- Manage data entry and maintain accurate records.
- Assist with the preparation of reports, forms, and grant-related documentation.
- Coordinate meetings, take minutes, and maintain office calendars.
- Support compliance with HR and finance processes.

Customer Service & Communication

- Greet and assist Elders, community members, and visitors to the office.
- Respond to phone calls, emails, and enquiries in a respectful, timely manner.
- Support cultural protocol by ensuring visitors and partners engage respectfully.
- Promote positive communication between GWYEAC, stakeholders, and the wider community.

Technology & Office Systems

- Use computers and software applications for word processing, spreadsheets, databases, and communication.
- Support digital filing systems and maintain information security.
- Assist with IT troubleshooting and office equipment management.

Team & Organisational Support

- Provide direct support to the CEO, Elders, and project staff as required.
- Work collaboratively with other staff and contractors to meet organisational goals.
- Maintain confidentiality, reliability, and professional standards at all times.



Key Requirements – MUST be addressed in your application

Applicants must address each of the following Key Requirements in both a written application and a video application. Assessment will be based on a points system (total 100 points).

We are looking for someone who:

1. Is a local Indigenous person – Gimuy Walubara Yidinji people are strongly encouraged to apply. (5 points)
2. Knows administrative and clerical procedures. (10 points)
3. Knows customer service principles and practices. (10 points)
4. Has good keyboard and data entry skills. (10 points)
5. Knows computers and relevant software applications (e.g. Microsoft Office, email, databases). (10 points)
6. Bring a positive attitude, good work ethic, and teamwork skills. (10 points)
7. Respects cultural protocols and the role of Elders in guiding GWYEAC's work. (10 points)
8. Can follow instructions closely and complete tasks promptly. (10 points)
9. Demonstrates reliability, punctuality, and consistency in work habits. (10 points)
10. Is committed to learning and developing new administrative skills as needed. (10 points)
11. Shows respect and care when representing GWYEAC in the community. (5 points)

Total: 100 points

Job Benefits & Perks

- Work in a supportive and culturally grounded organisation.
- Contribute to projects that protect and strengthen Country, culture, and community.
- Professional development opportunities and training.
- Opportunities to grow your skills in administration and community engagement.

How to Apply

1. Submit a **written application** addressing the Key Requirements.
2. Submit a **video application** (maximum 5 minutes) introducing yourself and addressing the Key Requirements in your own words.
3. Applications can be submitted via email, or you can collect a paper/PDF application pack from the GWYEAC office.

Gimuy Walubara Yidinji Elders Aboriginal Corporation (GWYEAC)

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