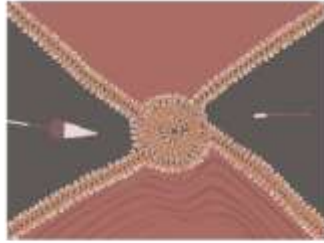


MIRIMA COUNCIL ABORIGINAL CORPORATION
T/A MIRIMA DAWANG WOORLAB-GERRING LANGUAGE AND CULTURE CENTRE



P. O. Box 2420, KUNUNURRA, WA

Officer Manager (OM)

Vacancy at Mirima Dawang Woorlab-gerring Language and Culture Centre

MDWg is currently in search of a suitably qualified and motivated individual to fill the role of Office Manager at MDWg. The Office Manager supports the CEO in ensuring smooth operations in a variety of work areas. These include general administration, financial procedures, marketing and communications, as well as governance support. The role requires diverse qualities, with a focus on excellent interpersonal and communication skills, willingness to learn new skills, team spirit, and a positive attitude towards the mission of MDWg.

To learn more about our organisation please visit our website at www.mirima.org.au.

Prerequisites for this position are the acquisition of a Working with Children Card and National Police Clearance, a valid Australian driver's licence, native speaker fluency in English, Australian citizenship or permanent residency with full work rights, and a firm commitment for 2 years of employment in this position.

This is a full-time Level 4 position (SACS-WA), subject to qualification and experience, based in Kununurra (Western Australia).

Before submitting your CV, please send us a brief expression of interest and request an application kit for further details. The application kit will include the selection criteria, background information and an overview of benefits.

The position is available immediately, with a preference of a start date no later than mid-2024.

Applications are due by 21 March 2024.

E-mail contact: Mr Knut J. Olawsky (CEO), ceo@mirima.org.au

ABN 25 858 328 285

Phone: (08) 9169 1029 • E-Mail: ceo@mirima.org.au
