



POSITION DESCRIPTION

Receptionist / Executive Assistant to the CEO

Position Details

Reports To: Chief Executive Officer

Classification: Full time, SCHADS Award Level 3

Location: Kununurra, WA

About the Organisation

Kununurra Waringarri Aboriginal Corporation (KWAC) is an Aboriginal community-controlled organisation delivering culturally grounded, community-led programs across youth, men's development, justice reinvestment, and wellbeing.

Position Purpose

The Receptionist / Executive Assistant provides a professional and welcoming first point of contact for community members, service providers and visitors to the organisation.

The position also provides high quality, confidential and organised administrative support to the CEO, assisting with diary management, meetings, correspondence, records, stakeholder communication and other executive administrative requirements.

Key Responsibilities

- Prepare meeting agendas, correspondence and other documents as required by the CEO.
- Take and prepare meeting minutes and follow up on actions as directed by the CEO.
- Assist with drafting letters, emails, reports and general correspondence on behalf of the CEO.
- Maintain accurate, organised and confidential records and files.
- Liaise professionally with staff, community members, service providers and external stakeholders.
- Assist with travel, accommodation and other arrangements for the CEO as required.
- Collect mail from the post office and distribute it to the appropriate staff pigeon holes.
- Monitor stationery, cleaning and kitchen supplies and advise when stock needs to be ordered.



- Ensure the reception area, conference room and shared kitchen areas are clean, tidy and presentable.
- Maintain strict confidentiality and discretion when handling sensitive organisational, employee and executive information.
- Answer incoming telephone calls promptly and professionally and direct calls to the appropriate staff member.
- Monitor the reception email inbox, respond to general enquiries and forward emails to the appropriate staff member.
- Manage conference room bookings and ensure the room is prepared for internal and external meetings.

Key Selection Criteria

- Strong verbal and written communication skills.
- Professional, friendly and respectful customer service skills.
- Good organisational and time management skills.
- Ability to manage multiple tasks and competing priorities.
- Strong attention to detail and accuracy.
- Ability to provide effective administrative support to a CEO or senior manager.
- Ability to organise meetings, appointments and diaries.
- Ability to prepare correspondence, documents and meeting minutes.
- Good computer skills, including Microsoft Outlook, Word and Excel.
- Ability to handle confidential and sensitive information with discretion.
- Ability to communicate professionally with internal and external stakeholders.
- Ability to work independently, use initiative and work effectively as part of a team.

Desirable

- Previous experience supporting a CEO, Executive or senior manager.
- Experience coordinating meetings and preparing agendas and minutes.
- Previous experience in a reception, administration or customer service role.

Mandatory Requirements

- Working with Children Check or ability to obtain
- National Police Clearance or ability to obtain



Key Outcomes

- Provide a friendly, respectful and professional first point of contact for community members, visitors and service providers, ensuring enquiries, phone calls and emails are responded to or directed appropriately.
- Provide accurate, organised, timely and confidential support to the CEO, ensuring meetings, diaries, correspondence, records and administrative requirements are effectively managed.

Employee Acknowledgement

I confirm that I have received, read and understood this Position Description. I understand the requirements of the role and will carry out my duties in line with KWAC policies and procedures.

Employee Name: _____

Signature: _____

Date: _____