

## Office Manager

**LOCATION:** Shepparton  
**POSITION TYPE:** Full-Time  
**CONTRACT TERM:** 12-months  
**REMUNERATION:** Competitive salary package offered  
**CONTACT OFFICER:** Felicia Robinson

### Position

The **Kaiela Institute** supports collaboration between Aboriginal and non-Aboriginal leaders to envision, design and implement an inclusive future for all people in the Goulburn Murray region.

The position is responsible for enabling and providing administrative, project, and operational support to the Executive Chairperson and Kaiela Institute Team, including undertaking day-to-day office management activities.

The position is responsible for the smooth operation of the office environment, including undertaking activities to support internal finance, Human Resources, OH&S and IT functions.

### To apply

For further details on this position, please see: <https://www.kaielainstitute.org.au/work-with-us.html> or contact Felicia on mobile: 0437 762 488.

Please submit your CV and a two-page statement against the selection criteria providing relevant examples against key duties of the role to email: [administration@kaielainstitute.org.au](mailto:administration@kaielainstitute.org.au)

**Application Closing Date:** 5pm Friday, 24 January 2025