



Native Title
Aboriginal
Corporation

Join **OUR TEAM**

Join our team at Ngadju Native Title Aboriginal Corporation (NNTAC) in West Perth, WA, as we seek motivated individuals to contribute to the management of native title interests and the preservation of Ngadju culture, lands, and community well-being. We are currently offering two exciting contract/temporary positions:



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ADMINISTRATION ASSISTANT

Location: West Perth

Employment Type:

Fixed-term contract, with potential for extension

Salary and Benefits:

\$65,000 per annum plus superannuation; \$15,900 salary packaging options available

THE ROLE

The Administration Assistant will support the effective operation of NNTAC by managing communications, maintaining office spaces, handling mail, coordinating travel arrangements, managing office services, and more. Successful candidates will have experience in reception and administrative roles, strong communication skills, proficiency in Microsoft Office, and a commitment to the Ngadju community values.

Application Deadline: 1 March 2024

Additional Information: This position is open exclusively to Ngadju Members, in line with our commitment to empowering our community and ensuring compliance with fair recruitment practices in Australia. We encourage applications from those who share our dedication to the advancement and well-being of the Ngadju people.

Apply Here: [Seek.com/Administration Assistant](https://www.seek.com.au/Administration-Assistant)



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LAND ACCESS/FUTURE ACTS MANAGER

Location: West Perth

Employment Type: Contract/temporary

Employment Type: \$100k – \$120k per year, plus superannuation

THE ROLE

This position involves managing the Land Access team, overseeing the negotiation and implementation of NNTAC agreements, managing relationships and agreements with heritage surveyors and liaisons, and ensuring compliance with Future Acts. Candidates should have experience in management within the mining, resources, or energy sectors, excellent negotiation skills, and a dedication to the Ngadju community's future.

Application Deadline: 16 February 2024

Apply Here: [Seek.com/Land Access/Future Acts Manager](https://www.seek.com.au/jobs/land-access-future-acts-manager)