



SAC Job vacancies

Receptionist / Data Entry

Part Time (22.5 hours/week over three days)

Based at our Albany Head Office

Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the Equal Opportunity Act 1984 (WA).

Are you a motivated and committed person that has:

- ♥ Exceptional interpersonal and communication skills;
- ♥ Experience in data collection and entry with experience as a receptionist or in a customer service role [preferred]; and
- ♥ Strong organizational, attention to detail and multitasking abilities?

If you answered YES ✓ to these questions - then Southern Aboriginal Corporation has a fantastic opportunity for you!

We are currently advertising for a part-time Receptionist to join our team here at our head office in Albany!

Working over three days a week, this role requires a proactive team member who can offer a broad range of administrative responsibilities to our reception area.

📄 FOR MORE INFORMATION & HOW TO APPLY

✉ Email peter@sacorp.com.au to request a Recruitment Package

✨ Please share with your community and networks.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.