



# JOB OPPORTUNITIES

**MEMBER SOLUTIONS OFFICERS (x3)**

**MEMBER SOLUTIONS OFFICERS**

**– CASUAL POOL**

Gumala Aboriginal Corporation ICN 2744 (GAC), one of Australia's largest indigenous organisations, is an alliance of three language groups in the Pilbara region of Western Australia. As part of our continued growth, GAC is currently seeking experienced and dynamic Member Services professionals to join our expanding organisation.

Reporting to the Member Solutions Team Leader, these exciting roles will be responsible for handling Member enquiries, and working as part of a team to ensure the day-to-day operational functions of the Member Services operate efficiently and effectively.

To be considered for this role, you will possess the following attributes and experience:

- Administrative and customer service experience;
- Excellent interpersonal skills (negotiation, conflict resolution, customer service, complaints handling and stakeholder management);
- A demonstrated commitment or ability to positively engage with Indigenous people;
- Strong communication and coping skills; and
- Exceptional time management skills and strong attention to detail.

While it is not required that you have worked in an indigenous environment, a clear willingness to work and engage with indigenous people will be expected.

These positions will be based in our Perth office.

If you are interested in this fantastic opportunity, please send your application letter and resume to [jobs@gumala.com.au](mailto:jobs@gumala.com.au), or contact Lisa Shields, Acting HR Manager, on 9188 4500 for more information.

**Applications close 2 March 2012**

[www.gumala.com.au](http://www.gumala.com.au)

'All Together'