

Position Vacant:
Office Coordinator (Full-Time)

Norfolk Island Regional Council is seeking a dynamic and experienced **Office Coordinator – Office of the General Manager**, to join our team. We are looking for an amazing team player who has an approachable nature. Your friendly personality and professional and confidential manner will be highly valued. This is a full-time employment opportunity to make a positive impact on initiatives adopted by the Council.

This role will be based on Norfolk Island and suitable for applicants based on the island. Off-island travel will not be required for this role.

If you are enthusiastic about this role and meet the requirements, we encourage you to apply!

The relevant Position Description for the position listing and the full set of key accountabilities and competencies are available from our website. Employment link: <https://www.nirc.gov.au/Your-council/Working-for-council>

Salary – Level 7.1 \$ \$74,605 per annum + 12% superannuation + other entitlements in accordance with NIRC's Enterprise Agreement 2023

This role will require you to provide high quality administrative support to the General Manager, Council's Administrator and MANEX including but not limited to, researching issues, preparing draft reports, minutes, diary and meeting management on island, catering, and liaising with managers and external parties on behalf of the General Manager and the Administrator. This position will also provide high quality corporate communication, advice to stakeholders and staff engagement for key internal projects and initiatives undertaken across Council and quality customer service and create value for the community.

Duties include (but are not limited to):

- Take minutes of Ordinary Council Meetings and other meetings as required
- Provide vehicle allocation for visitors and staff
- Flight bookings for visitors and staff
- Coordinate accommodation for visitors and staff
- Set up and cater for meetings
- Coordinate calendars for meetings and engagements
- Provide logistics and admin support to administrators, particularly when they are on Island.
- Engage CIVICA to raise requisitions and purchase orders
- Procure and stock the supply of office stationery
- Use the NIRC credit card in accordance with the NIRC policy and procedures.

General enquiries may be made to Human Resources Office via email to hr@nirc.gov.nf.

Please lodge applications with enclosed resumes together with two recent referees by **email** to hr@nirc.gov.nf **no later than 4pm Sunday, 19 October 2025.**

This recruitment is urgent. Interviews will commence with suitable candidates and possible job offer will be considered with successful candidates prior to nominated closing date.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

Scott Hackney
Acting General Manager