

SURF LIFE SAVING SYDNEY

Casual Administration Officer



Surf Life Saving Sydney represents 15 surf clubs with over 17000 members.

We are currently seeking a self-motivated Administration Officer who has excellent communication skills to assist with a wide variety of administration and clerical duties in the Sydney Branch Office of Surf Life Saving located at Little Bay.

As a SLS Sydney Administration Officer your responsibilities will include:

- Assist the Director of Administration and SLSS Officers in their administration duties including coordination of meetings, conferences, correspondence, filing, distribution of documents, newsletters, annual reports, website maintenance, agendas and minutes in a timely manner to relevant personnel.
- Assist the SLSS Director of Finance with payables and receivables
- Assist the SLSS Director of Surf Sports in the administration of all SLSS Surf Sport activities including carnivals, entries, equipment coordination, Officials, catering, results, medals, functions, team coordination, promotion and communication, race organisation and other related projects
- Maintenance of SLSS Surf Sports online carnival manager system
- Assist SLS Clubs with use of online carnival manager system
- Assist and sometimes train club members on the use of the SLSA Surfguard system and online carnival manager system.
- Handling incoming calls and enquiries with other SLSS Staff

You will play a key role within the SLSS team and have the ability to work autonomously. Applicants will have:

SKILLS/ATTRIBUTES

- A moderate to advanced knowledge of Microsoft Word, Excel and Internet
- High level of communication skills
- Excellent administrative skills (computer, typing)
- Willingness to help others
- Intermediate knowledge of computer networks (windows based)
- Thorough understanding of the operation of Surfguard
- Moderate level of skill in the operation of MYOB
- Ability to work autonomously and meet deadlines.
- A Drivers license is preferable (banking and mail duties)
- Requires an understanding of Surf Life Saving operations in Administration, Sport, Junior Development and other relevant areas within the SLSS Branch of our Organisation.
- Web experience (front page level)

The position description is available from our website www.surflifesavingsydney.com.au

PAY

The successful applicant will be paid in accordance with the Clerks-Private Sector Award 2010 in conjunction with an independent review of similar salaries in kindred organisations.

Applications close COB 13/04/2017

To apply, write or email: SLSS Director of Administration, SLSS Sydney, Po Box 6006, Malabar, 2036
admin@surflifesavingsydney.com.au