



VACANCY

OFFICE ADMINISTRATOR – BONDI SURF BATHERS' LIFE SAVING CLUB

- Great opportunity for an experienced administrator looking
- Permanent position
- Qualified and skilled administration professional

About the organisation

Bondi Surf Bathers' Life Saving Club saves lives at Bondi Beach each year. We train, compete and manage the Club to ensure we have a [highly skilled group of lifesavers](#) ready to handle any emergency at the beach.

The Bondi Surf Bathers' Life Saving Club is officially recognised by SLSA as the [oldest surf lifesaving club in the world](#). It is an Australian icon and holds an indelible position in Australian history.

We are a volunteer organisation, and lifesavers contribute over 40 hours of volunteer effort on patrol each season, as well as time spent on [education](#) and surf [competition](#).

About the role

As an Office Administrator based in the Club's main office, you will work in a close-knit team and undertake the administration for the operational functions for Bondi Surf Bathers' Life Saving Club. Working days will be Monday to Friday during the off season and then a flexible arrangement to include a Sunday roster during the Surf Life Saving Season

Duties include

- Day to day administration of the Club's operations
- Office administration including front desk attendance, answering phones, email communication, filing, printing, coordinating tasks, calendar management and other clerical tasks
- Data entry for Surf Life Saving operations and surf sports
- Assistance with the administration of merchandise/ Club stock items
- Administrating Club memberships
- Basic bookkeeping data entry
- Handling cash and eftpos payments
- Banking



VIGILANCE AND SERVICE

All correspondence to:
PO Box 7007 Bondi Beach NSW 2026
Phone 02 9300 9279 Fax 02 9300 9596
Email info@bondisurfclub.com
Web bondisurfclub.com
ABN 78306614913 ACN Y1775845



Skills & Experience

- Previous experience in an administrative office environment
- Office administration skills – telephone, diary management, organising tasks, filing
- Bookkeeping experience
- Excellent communication and inter-personal skills
- Good knowledge computer-based systems including Microsoft Office
- Knowledge of Xero accounting package will be highly regarded
- Experience in working in or with a Charity or NFP organisation will be highly regarded
- Surf Life Saving knowledge is highly desirable

Benefits

- Beach front location at Bondi
- Work for an iconic organisation
- Autonomous and highly regarded role
- Work with some of the world's best Surf Life Savers and importantly, the teams that train and support them.

How to apply

Please send an email to secretary@bondisurfclub.com with your CV and the reasons why you feel you are suited to the role, by close of business **14 September 2019**.

Marissa Saunders
Director of Administration



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