



JUNIOR ADMINISTRATION ASSISTANT SURF LIFE SAVING SYDNEY

We are a surf life saving organisation affiliated with Surf Life Saving New South Wales and Surf Life Saving Australia. We facilitate life saving administration, hold surf sports competitions and provide support operations for our fifteen surf life saving clubs, stretching from North Bondi south to Burning Palms in the Royal National Park.

We are looking for a new Junior Administrator to join our team in Little Bay, NSW.

About the opportunity

Working Monday to Friday with occasional weekend attendance, you will be responsible for providing quality office admin services across our surf life saving activities. You will report to the Administration Manager and be part of a tight-knit, helpful and high performing team who are not afraid to take on a multitude of adhoc duties required for our organisation to function well.

You will learn from our talented individuals providing you with the ability to grow and learn in a diverse collaborative culture. We promote flexibility and we will support the development of your knowledge and skills.

Tasks will include:

- Reception duties and various administration tasks
- Data entry for membership patrolling activities
- Meeting and greeting stakeholders into the office
- Printing and scanning documents
- Providing first class customer service
- Distribute and store correspondence (e.g. letters, emails and packages)
- Manage office supplies stock and placing orders
- Assist with merchandise stock
- Assist with organising our events / conference activities

The successful candidate will:

- Be proficient with the Microsoft Office software package
- Be proficient with social media ie: Facebook and Instagram
- Have a friendly personality
- Be reliable and punctual
- Have a mature approach to work
- Have a great attitude towards new challenges and professional development
- Have organisational skills
- Have a provisional or unrestricted drivers licence

If you have a great attitude and want to join a strong and growing team, we would love to hear from you!

Please send your cover letter and resume to us outlining your suitability for the role by emailing Marissa Saunders at director_administration@surflifesavingsydney.com.au

Applications close 5pm 20 March 2023.

Our Branch Partners and Sponsors

