



New South Wales Rifle Association Inc.

The New South Wales Rifle Association Inc. is looking to appoint an Administrative Assistant.

Position Title: Administrative Assistant

Short Description: Prepare supplier invoices for payment, follow up the accounts receivable, maintain the member database, manage the annual membership renewal process and handle routine enquiries for the general public and members.

Location: Malabar NSW

Work Type: Full time

Closing Date: 4th June 2018

For further information: Isabelle Mellado, execofficer@nswra.org.au or phone: (02) 9661 4532

Organisation Description: The New South Wales Rifle Association Inc. administers the sport of Target Rifle Shooting in NSW. Target Rifle Shooting takes a number of formats but the pinnacle of the sport is the Commonwealth Games and Australian Teams events.

Detailed Job description: Reporting to the Executive Officer, the role of this position is to perform the administrative duties for the Association which includes:

- Maintaining the NSWRA Inc. member's database – including new member registration and transfers.
- Undertake the annual membership renewal process including collection of membership subscriptions and distribution of membership cards.
- Preparation of supplier invoices for payment.
- Follow up on Accounts Receivable.
- Undertake the weekly banking and reconcile the accounts
- Assist with the management of Association Events.
- Answer phones and handle routine enquiries from members and the general public.

Knowledge skills and abilities:

- Minimum 2 years experience with MYOB.
- Intermediate Microsoft Office skills.
- Effective time management, with the ability to prioritise and manage conflicting tasks.
- Effective communication skills.
- Ability to work autonomously.
- Ability to work in accordance with established practice and procedures.
- An eye for improvement opportunities.

Applications should be in the form of a covering letter "addressing the criteria" with a short resume and be sent to:

Email: execofficer@nswra.org.au

or by mail to: Executive Officer - NSWRA Inc.

PO Box 386

Maroubra NSW 2035