



Administration Officer

Advertisement

- **Work in Sport**
- **Full Time**
- **Located in Melbourne's South**
- **Friendly and vibrant team**

An exciting opportunity exists to join a community football (Australian Rules) and netball organisation committed to developing and extending its status as a quality organisation. The League is seeking a full time Administration Officer to continue to deliver the quality products and service the organisation aims to achieve.

The organisation has developed a position of considerable standing in the delivery of community sport. Each season the League conducts in excess of 900 football and netball matches involving more than 100 teams and over 4000 registered players.

We are seeking an enthusiastic, proactive, creative and confident support person to administer the demands of a dynamic and busy sports organisation and provide administration support. We are seeking an individual with proven success in servicing stakeholders, coordinating functions and events, managing publications, archives and history, and general administration incorporating a high level of detail.

The successful applicant:

- Will have experience in customer service and stakeholder management;
- Will have proven administration experience and sound organisational skills;
- Will be committed and energetic with the capacity to:
 - work autonomously and as part of a small, cohesive team
 - communicate effectively with all stakeholders and key decision makers
 - use best practice when delivering functions, events, publications, etc
 - effectively use Microsoft software packages – Word, Excel, Publisher & PowerPoint
 - use Adobe Photoshop or similar would be advantageous but not essential.

The Administration Officer will be accountable for:

- Overseeing the match day apparel partnership and best conducted club program;
- Coordinating all publications including football/netball record and annual report;
- Organising and coordinating all functions and events in conjunction with other staff;
- Coordinating and processing all football and netball match paperwork including best & fairest voting, VNA and netball umpire appointments and payments;
- Processing of accounts payable, reconciliation, filing etc;
- Supporting member clubs with their enquiries and other administrative tasks as they arise.

This is a revised role which has been converted to full time and suited to those who are looking for that rare opportunity for a career in Sports Administration and combine a passion for Australian Rules football and netball with their administrative and operational skills.

For a copy of the position description, go to www.sfl.com.au.

To apply, please go to www.seek.com.au, search 'Administration Officer' and click on 'Apply for this job'.

APPLICATION TO INCLUDE:

- Current CV and Cover Letter
- Your expected wage range (not including super)
- Your availability for commencement

For further enquiries call David Cannizzo on 9553 5644 and leave a message if you reach the message bank. Applications close Friday 17 January 2014.

