



King Ash Bay Fishing Club Inc.

ABN: 21 370 493 098

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POSITION DESCRIPTION

Admin Support Officer

Reports To: Secretary KAB Fishing Club

Description of Role: The Admin Support Officer is a support role to the secretary and other administration staff as required. The main place of work is the club office.

Period of Role: Contract, ongoing

Hours: 10 hrs per fortnight

Duties Include:

- Monitor the gmail email account, filter out any emails to appropriate areas e.g. caretaker, secretary, accounts
- Manage the hard copy and electronic filing system
- Advertising of events including the weekly events (*if required from the entertainment committee*)
- Manage, create and edit any club forms and templates
- Back up purchasing if required in off season
- Maintain property register
- Maintain asset data base
- Alert Key payments such as Insurance, permits, registrations and licences

Necessary Qualifications, Experience and Attributes:

- Experience in Administration or office work
- Some experience with document management would be an advantage
- Experience with common computer applications like email, word processing
- Good interpersonal skills and pleasant manner

Desirable Qualifications, Experience and Attributes:

- Sound knowledge in King Ash Bay Fishing club processes, systems and culture.

Remuneration:

Determined by discussion with successful candidate(s)

Timesheets to completed fortnightly and handed to the supervisor for approval on Tuesday's. Pay days are fortnightly on a Wednesday.

Termination:

A minimum of one fortnight (2 weeks) notice must be given from either parties to terminate this agreement.