

Administration and Membership officer (0.5)

- Opportunity to bring your initiative and drive
- Plenty of variety
- Great public focus role

Contribute your experience and passion to the team that is the Leader for Sport in this state

This is a unique position that calls for a person who is looking for the opportunity to be part of an organisation that is highly respected in its role of providing advocacy, training and professional support to over 150 members and affiliated bodies in the sporting industry.

Reporting to the Marketing, Communication and Partnerships Manager, as part of the small and dedicated Sport SA team, importantly your contribution will be to provide customer, membership and administrative service across all programs and projects and includes:

- Coordination and provision of the administrative services of Sport SA for members, staff and customers
- Coordination of Sport SA meetings and in house events
- Management of the Sport SA Industry Skills Centre Facility
- Servicing of the membership of Sport SA
- Administration and support for various Sport SA functions and events such as the Partners and Members and Breakfast and SA Sport Awards.

A role where the successful applicant will be able to demonstrate experience in a similar role. The following strengths are highly regarded:

- Effective inter-personal skills.
- High level of verbal and written communication skills.
- Excellent personal presentation.
- Good customer service skills.
- Ability to work as part of a team.
- The ability and versatility to take responsibility for numerous tasks, whilst meeting deadlines and setting priorities.
- Excellent skills in IT and able to utilise a suite of relevant programs (including social media and design programs)
- Ability to operate a range of office equipment including photocopier, printers, scanners, data projector and telephone system.

The position will be available in the near future: the team is ready to welcome a new member. If you wish to talk through the position, please contact Jan Sutherland, CEO on 08 8353 7755 Email: ceo@sportsa.org.au .

To be considered, please submit a covering letter outlining why this position is of interest; what you can bring to the team and your experience against the position criteria and a current CV.