

ADMINISTRATIVE OFFICER

Judo Victoria Inc
Part Time

MELBOURNE – Location initially Footscray

Hours: 19 hours (5 days) per week

Annual Base Salary: Fair Work Sporting Organisation Award MA000082 B4.6 \$24,917 plus Superannuation

Sport Association – Administrative Officer

Opportunity to support a sporting organisation in expanding its membership and services
The Judo culture extends beyond sport with a well-developed life philosophy and code
As the Administrative Officer, you will provide a broad range of key professional and high-quality administrative services. You will assist the President, Secretary, Treasurer and Registrar through the provision of administrative and secretarial support and contribute to a variety of projects, focusing on excellence in process and judgement and the provision of sound and timely support.

If working in a pivotal support role for an organisation devoted to involving people in healthy physical activity sounds like a position which suits your career focus we look forward to hearing from you.

Enquiries

Rodney Cox, Secretary, Judo Victoria Inc.
secretary@judovictoria.com.au ,
04 5853 8990, 04 1954 2819

Position Description

<http://judovictoria.com.au/wp-content/uploads/2019/07/admin2>.

Closing Date

2 August 2019, 11:55 pm AEST

