



shootingaustralia

Enabling Australian athletes to be World's Best

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POSITION DESCRIPTION

POSITION TITLE: OFFICE CO-ORDINATOR

BACKGROUND

Shooting Australia (SA) is recognised as the National Sporting Organisation (NSO) for the sport of shooting in Australia.

SA is recognised by The Australian Sports Commission (ASC), the Australian Institute of Sport (AIS), the Australian Olympic Committee (AOC), the Australian Commonwealth Games Association (ACGA), the International Shooting Sports Federation (ISSF) and the Oceania Shooting Federation (OSF).

SA's key internal stakeholders are the National, State and Territory Shooting Associations and affiliated clubs. SA currently has five Full Member organisations and one Associate Member. SA works closely with the ASC and AIS and the National Institute Network (NIN) to deliver a world leading sporting system.

Vision: To be a unifying leader creating a strong and vibrant target shooting sport community that enables Australian athlete's to be World's best

Purpose: To lead the success, growth and sustainability of target shooting sports in Australia

JOB PURPOSE

The Office Co-ordinator is responsible for the successful maintenance and delivery of a professional office environment. The Office Co-ordinator will ensure the efficient and effective day-to-day operation of the office, as well as provide support across all areas of the business to the staff and specifically the CEO.

KEY ACCOUNTABILITIES, OUTPUTS AND ACTIVITIES

The Office Co-ordinator will act as the first point of contact for visitors and callers in addition to undertaking a range of administrative tasks to support the operations of the business.

Excellent communication skills and customer service focus is required, as is the ability to multi-task and manage your time whilst producing professional and accurate work. You will need to be a person with a positive attitude who is willing to help and assist others.

The key Job Responsibilities will include;

- Reception duties including greeting, answering and directing telephone calls, emails and attending to visitors.
- Co-ordinate internal events, workshops and meetings.
- Maintain an effective office through office supplies, stationery and other consumables
- Provide executive assistant support to the CEO as required.
- Provide support to all of the staff if and when required.
- Provide support to all functional areas of the business including, event delivery, marketing and communications, finance and human resource, high performance and participation.
- Assist staff with day to day administrative tasks.
- Maintain a professional and modern office through documents, processes, policies and technologies.

KEY PERFORMANCE INDICATORS

The successful applicant will be required to achieve a high level of consistency and effectiveness, including;

- A professional, effective and modern office environment is maintained.
- Key information, details and processes are up to date.
- Prompt and courteous handling of all enquiries.
- Contributing positively to all staff in the achievement of key activities.
- A professional and consistent approach.
- Positive feedback from staff, board and our membership.
- Positively contributing to SA achieving its operational and strategic goals.
- Successfully contributing to the Shooting Australia culture – LUCIE.

SELECTION CRITERIA

The primary requirement for the Office Co-ordinator is to have demonstrated experience in a sporting organisation and/or administration type role.

Essential

- Demonstrated experience in a reception / administration role
- Competent in an office environment.
- Great organisational skills and time management.
- The ability to work on multiple tasks simultaneously.
- High attention to detail, with a professional approach.
- A positive, friendly and motivated personality.
- An enthusiastic individual who is innovative and happy to work as part of a team.
- Knowledge of the sport of shooting would be looked upon very favorably.

REPORTING

The Office Co-ordinator will report to the Chief Executive Officer on a day to day basis.

LOCATION

This position will be based out of the SA head office located in Wayville, Adelaide.

HOURS

This is a permanent position working for 37.5 hours a week between 8:30am – 4:30pm, Monday to Friday. Variations to this full-time load and required hours will be considered for the right applicant.

REMUNERATION

The salary is \$50,000 full time equivalent plus super for this role.

APPLICATIONS

Applications should be sent to SA and must be received by no later than midday, Monday 11th of February 2019 to be considered.

Applicants should send a covering letter and resume as one document. Please ensure your covering letter addresses the essential selection criteria listed above.

Applications can be emailed to damien@shootingaustralia.org or posted to Shooting Australia; 28 Greenhill Rd, Wayville SA 5034.

ENQUIRIES

General Enquiries should be directed to Damien Marangon, Shooting Australia. This can be done by email to damien@shootingaustralia.org or via phone on +61 8 8177 1860.

Further information about SA can be found on the SA website at www.shootingaustralia.org