



Rowing New South Wales is the peak body for Rowing in New South Wales and is responsible for the development and promotion of rowing across New South Wales. The organisation is seeking an appropriately qualified and experienced individual to fulfill the role of

ADMINISTRATION OFFICER

Essential Criteria:

- Competent in MYOB and Microsoft software applications.
- Experience in general bookkeeping and account processes.
- Excellent interpersonal and communication skills with internal and external customers.
- Relevant experience in business or administration environment.
- Experience in working in a small team.
- Interest in sport and sport industry.
- Good organisational skills and ability to cope with various tasks simultaneously.

Salary

Full time – 38 hrs a week

\$45,000.00 per annum inclusive of super

Applications

Applicants should forward via e-mail only, a covering letter and resume (3 pages max) by COB Friday the 13th of November 2009 to:

christian@rowingnsw.asn.au

Subject Heading - Administration Officer Position Application

The position offers flexible and family friendly hours, for the successful applicant.

For more information, please review the attached position description, or contact Rowing New South Wales Chief Executive Officer, Christian Renford on (02) 8116 9777 or

christian@rowingnsw.asn.au