



## **ADMINISTRATIVE ASSISTANT (Lifesaving and Academy)**

Surf Life Saving SA is seeking to employ an Administrative Assistant at its Torrensville office.

This position is required to:

- provide administrative support to all Senior Managers but primarily to Academy and Lifesaving
- perform reception duties

### **GENERAL RESPONSIBILITIES:**

#### ***Administrative support, including***

- data entry (patrol logs, awards, government statistics)
- resource development
- coordinate courses (enrolments, catering, paperwork, resources, equipment)
- generate reports as required
- maintain stock levels (medallions, training manuals, certificates, first aid resources)
- coordinate assessments and assessors
- liaise with accountant regarding invoicing
- maintain training equipment
- general administrative duties, as required
- liaise with club officers (via email, telephone etc)

#### ***Reception duties, including:***

- meet and greet, answering phone calls, mail, general office duties and support

### **ESSENTIAL SKILLS**

- proficient in the use of Microsoft Office (Word, Excel, PowerPoint etc)
- have good written and verbal communication skills
- current driver's licence
- able to work out of hours when required
- able to work with minimal supervision, and as part of a team
- able to prioritise work demands

### **DESIRABLE SKILLS**

- knowledge of the surf lifesaving environment
- experience using the Surfguard database

### **SALARY**

- commensurate with age and experience, Clerical Sports Award
- salary sacrifice available

Applications to:  
Academy Manager  
academy@surfrescue.com.au  
8354 6900

Applications close 5 pm, Monday 13 February 2012