



Part-time Contract Administrative Officer

Owing to the retirement of our long term contractor, we are excited to offer this part-time Contract Administrative Officer position. This is an opportunity to bring your administration skills to a not-for-profit, incorporated association that supports our apiarist members.

THE ROLE

The Administrative Officer will deliver a variety of tasks, including

- Perform the role of Secretary under the Victorian AIR Act
- Maintain up-to-date and accurate membership list and other records
- Manage incoming and outgoing correspondence
- Prepare and distribute minutes, letters, and reports
- Assist in budgeting and financial processes
- Coordinate and communicate with internal and external stakeholders
- Organise and schedule meetings
- Handle general office duties such as answering phone, email enquiries, ordering supplies and managing office equipment.

The position is a contract position with an ABN required. The Administrative Officer reports to the President. Regular services will be performed remotely so highly reliable mobile and internet access will be required. Flexible work hours are available with some agreed availability times included. The estimated total effort is 2 to 3 days per week. Attendance at bi monthly board meetings and our AGM will be required.

Please Note: It is mandatory for the successful applicant to hold a current Working with Children Check and be prepared to undergo a National Criminal History Check prior to commencement.

ATTRIBUTES AND SKILLS

- Knowledge of the responsibilities of the Secretary of a Victorian Incorporated Association
- Administration or business support experience
- High level communication skills
- Ability to work with a variety of stakeholders
- Prioritise multiple tasks of high importance
- Self-driven and you can deliver working on your own initiative
- IT skills – including use of Google Workspace, Wild Apricot, Webpage/Social media design and content uploading.

WHAT MAKES THIS SUCH A GREAT ROLE FOR YOU

- Twelve month contract with an annual review and the expectation of renewal after each AGM
- Flexible working arrangement
- Based remotely
- Opportunity to make the role your own
- Will consider training for the right applicant.

ENQUIRIES AND SUBMISSIONS

For enquiries and submission of applications, please contact the President of the Association, John van Weeghel, via email: vaa@vicbeekeepers.com.au. Applications must be submitted by the 22nd March 2024.