

TITLE	ADMINISTRATION OFFICER
JOB TYPE	CASUAL: ~12 HOURS PER WEEK
PRIMARY LOCATION	CAMP HILL
WORK HOURS	FLEXIBLE DAYTIME SHIFTS (NIGHTS POSSIBLE ON OCCASION)
REPORTS TO	GENERAL MANAGER
DIRECT REPORTS	NONE



THE ROLE

The Brisbane Metropolitan Touch Association (BMTA) is the largest touch football affiliate in the country, with over 12,000 people playing each year at our home, Whites Hill Reserve in Camp Hill.

The Administration Officer plays an important role in ensuring smooth business operations of BMTA through coordination of office administration and support for operations and tasks outside of competitions, programs and events.

DUTIES AND RESPONSIBILITIES

Purchase office supplies and equipment as required.

Coordinate and produce the monthly 'Staying in Touch' members newsletter.

Regularly communicate with sponsors, ensuring their promotional opportunities are provided.

Coordinate and produce the bi-monthly Sponsor Newsletters.

Maintenance of the BMTA website to ensure accurate and up to date information.

Place orders for merchandise & other purchases as required.

Pick up mail from the Post Office each fortnight.

Assist with the maintenance and compliance measures of key registers such as Bluecard Register, First Aid/CPR training register and more.

Arrange contractors to conduct repairs to clubhouse, complete approved works or service machinery in conjunction with the General Manager and Groundsman.

Develop procedural manuals on key tasks and business operations.

Assist with oversight of BMTA's social media accounts, including responding to customer enquiries as required.

Support the BMTA Competition Manager, Program & Event Coordinator, Grounds Manager and General Manager when required.

Assist with major event planning as required.

Assist with grant applications and council requirements.

Assist General Manager with day-to-day operations.



ABOUT YOU

Skills & Experience

Excellent time management skills and the ability to quickly prioritise competing priorities

Adaptability and flexibility to assist with a wide variety of tasks

Prior experience in a similar role will be considered favourably

A high level of attention to detail

Well-developed written communication skills

Prior experience using the full suite of Microsoft Office programs

Touch football experience is not required but is preferred

General

This position will ordinarily work 2-3 days per week, shifts will generally be between 9am & 6:30pm. Occasionally opportunities to work on event weekends or competition nights may arise, but will not be an absolute requirement or part of a regular shift schedule.

Appointment to this position is dependent upon holding or obtaining a satisfactory Working with Children (Blue Card) check.

Upon successful appointment to this position, you will be required to successfully complete First Aid and CPR training.