

Membership & Administration Officer

An opportunity has arisen to fill a short-term vacancy in the Pony Club WA State Office in the role of Membership & Administration Officer.

This position is part time (10-15) hours per week. Days and hours are flexible by negotiation.

Applicants must be available for immediate start.

Interested parties should send a 1-page cover letter addressing the key skills, requirements and preferred experience, plus a copy of their resume to: ceo@ponyclubwa.asn.au

Applications will close at 5pm Monday 11th March.

The role of Membership & Administration Officer is primarily responsible for:

- Membership database administration
- Supporting clubs and members with membership renewals
- Administering annual sports leader boards
- Processing book orders
- Maintaining the mail log
- Other general and role specific administrative duties

Key Skills and Requirements:

- Prior administration experience
- Solid understanding and knowledge of MS Office Suite
- High level of interpersonal and communication skills
- Strong organisational skills with high attention to detail
- Well presented with a 'can do' attitude
- The ability to multi task in a fast-paced environment.

Preferred Experience

- Knowledge of the pony club membership structure
- Previous experience working with databases
- Working knowledge of the Xero accounting system
- Website experience