

Golf Australia is the National Sporting Organisation responsible for golf in Australia.

We are currently seeking an experienced receptionist/administration assistant with excellent communication, organisational and IT skills to provide a high level of customer service and administrative support to the friendly, enthusiastic GA Team.

Position: **ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

Nature: Full time.

Location: Golf Australia, 95 Coventry St, South Melbourne

Salary package: \$35,000 - \$40,000

Summary: The Administrative Assistant is responsible for general administrative support functions for Golf Australia

Key duties include:

- Management of the Reception area, including *meet & greet* visitors; provide assistance as required;
- Attending to incoming telephone calls and emails
- Administration support to office staff
- Assisting the Golf Development Department with the administration of the MYGolf Junior program, Coach Education administration and Casual Golfer program
- Recording and dispatch of mail daily
- Manage both incoming/outgoing couriers
- Keep Outlook contact lists up to date
- Ordering of stationery
- General administrative and ad-hoc duties where required
- Preference will be given to candidates with:
 - Experience in a similar role and an excellent telephone manner
 - Strong Microsoft office skills
 - Outstanding communication skills at all levels
 - A positive attitude and bright personality
 - A knowledge of golf would be an advantage

Applications should be addressed to Frances Crampton, National Director Golf Development and forwarded by email to francesc@golfaustralia.org.au.

Full duty statement is available from the above contact.

Applications close Friday 28th January, 2011.