



HUNTER RIVER AGRICULTURAL & HORTICULTURAL ASSOCIATION LIMITED

ABN: 46 487 545 901

POSITION VACANT

Admin Assistant (Part time)

We are looking for an enthusiastic and competent Admin Assistant to work in the Maitland Showground office on a part time basis.

You will need to be proficient in the use of the Microsoft suite of programs including MS Word, Excel Publisher and Outlook and have the capacity deal with the public in a friendly and professional manner. Experience with administration and coordination of events is highly desired.

Duties include

Phone and reception enquiries
Camping registrations
Responding to emails
Maintenance of databases
Preparation of correspondence and documents including show competition schedules
Filing
Liaising with other staff and volunteers.

The work will Monday to Friday 9am to 2pm each day. Additional hours are possible during busy periods and to cover for other staff. Fewer days will also be considered on a job share basis.

Selection Criteria

1. Proficiency in use of Microsoft programs
2. Experience in dealing with the public
3. Experience in office and event administration
4. Capacity to work in a small team
5. Experience in working in a community organisation with volunteers.

Written applications are invited by 12noon Monday 10th January 2021 and must be emailed to office@maitlandshowground.com.au with subject title – Application for Admin Assistant Position.

Applications should include a resume and a covering letter which must address the above selection criteria and not exceed 2 pages.