



POSITION VACANT

Branch Administrator

Casual

Location : Darwin

The Northern Territory Branch of The Maritime Union of Australia, based in Darwin is seeking a self-starter with administrative and bookkeeping skills to cover periods of leave and other times on a casual basis.

Working with the Branch Secretary, the scope of responsibilities include, but are not limited to :

- Carrying out bookkeeping functions
- Processing of membership information and data
- Maintaining databases
- Arranging travel bookings
- Providing administrative / secretarial support to the Branch Secretary
- General administrative duties

To be considered for this role, you will possess a qualification in Bookkeeping and have demonstrated experience in similar or related role.

Your attention to detail, advanced computer literacy, particularly possessing well-developed database and Excel skills, adaptability and flexibility will be the basis upon which expected outputs are delivered in a timely manner.

Your proactive and organised approach, demonstrating a sound work ethic and ability to prioritise and plan in a busy office environment, will ensure that the Branch is administered efficiently and effectively.

For additional information contact : Trisha Hurley – 0419 528 413

Applications should be forwarded to : recruit@mua.org.au

Closing date for applications : Friday 3 June 2016

The Maritime Union of Australia is an Equal Opportunity Employer. Applicants must be permanent residents and able to work in Australia.