



POSITION VACANT

Northern Territory Branch Administrator

Part-time

Location : Darwin

An opportunity is available to join the Northern Territory Branch, based in Darwin, providing administrative and bookkeeping services on a permanent part-time basis (days and hours negotiable) to support the membership of The Maritime Union of Australia.

Working with the Branch Secretary, the role is interesting and varied with responsibilities including, but not limited to :

- Carrying out bookkeeping functions
- Processing of membership information and data
- Maintaining databases
- Managing the logistics of Branch events
- Arranging travel bookings
- Providing administrative support to the Branch Secretary
- Ensuring the Branch office is efficiently and effectively managed.

To be considered for this role, you will have at least 3 years experience in similar or related role; a qualification in Bookkeeping would be advantageous.

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.

A competitive remuneration package, commensurate with experience, will be offered to the successful candidate.

For additional information contact : Trisha Hurley – 0419 528 413

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

Closing date for applications : Monday 31 October 2016

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