

Position Vacant

Operations Administration Assistant

Work with a dedicated team saving lives every day.

The National Office, based at Rosebery (Sydney, NSW) seeks a dynamic **Operations Administration Assistant**. The successful applicant would become part of a passionate operations team that strives to save lives through continuous improvement and support of Surf Life Saving. The position would engage with lifesavers all over the country and services, supporting the frontline and peak body positioning.

The Operations Administration Assistant would be ideally suited to an individual with exceptional administrative skills including experience with the Microsoft Office software package and excellent interpersonal, written and communication skills. Background as a surf lifesaver / lifeguard and experience with Surf Life Saving administrative systems and structures would be beneficial, but not essential.

This permanent position is responsible for the administration of key department functions and programs including:

- Efficient administration of Operations Department
- Meeting administration for Boards and Committees within the Operations Department
- Administer key lifesaving gear and equipment related programs
- Administer lifesaving recognition programs
- Assist with the delivery of key lifesaving publications

The person must have or be working towards qualifications and experience in a relevant field.

To find out more and apply, please visit our online jobs opportunities area at www.sls.com.au/careers or you can request a role description from reception on (02) 9215 8000. Any questions or job applications can be emailed to jobs@slsa.asn.au.

Applications close on **Friday 17th February 2012** and should be marked as confidential:

Matthew Thompson
Coastal Safety Services Manager
Surf Life Saving Australia
Locked Bag 1010
Rosebery NSW 2018 or email jobs@slsa.asn.au