DOGS ACT is a ‘not for profit’ organisation and is the controlling body for dog sports in the Australian Capital Territory and is a member of the Australian National Kennel Council.

DOGS ACT seeks the services of an experienced Administrator who will be responsible for providing support to the DOGS ACT Executive and Council and will be central to all of DOGS ACT’s operations.

**Key functions:**

* Provision of customer services to Dogs ACT Members, Affiliates and Members of the Public;
* Strong focus on client service and staff training and management;
* Provision of direct support to the Council of Dogs ACT including the ability to provide agenda and briefing papers as well as minute taking; and
* Maintain a strong relationship with Dogs ACT’s key external contacts including the ANKC, other Canine Councils, the external accounting service contractor, the ACT Government and EPIC.

**Key Attributes Required**:

* Strong written and verbal communication skills;
* Knowledge of office management systems and procedures, and basic accounting principles;
* Proficiency in MS Office Suite of applications and the ability to use a range of computer programs, external databases, including XERO, as well as the capacity to apply basic web page management skills;
* Ability to prepare business plans and grant proposals;
* Excellent time management skills, organisational skills and including the ability to problem solve; a keen eye for detail, ability to multitask and work to deadlines
* High level of integrity and regard for confidentiality;
* A self-starter with the ability to work without direct supervision;
* An understanding and/or appreciation of the functioning of a not for profit and volunteer based organisation;
* Knowledge of ANKC rules and regulations as they apply to breeding, conformation showing and dog sports an advantage, or the ability to apply rules and regulations as they apply to the functions of DOGS ACT.

**Other relevant information:**

* Salary to be negotiated on experience level. The job will be part time hours, to be negotiated with the successful candidate. Salary will range between $30,000 and $35,000 dependant on hours and experience.
* Applicant will require their own transport as the office is not on a regular bus route, there is free parking on site.
* Successful applicant must undergo relevant Police checks and hold Australian citizenship

**Contact Details**

* Further information on the position can be obtained by contacting John Scholz, Snr Vice President DOGS ACT please contact Mr John Scholz – DOGS ACT Senior Vice President on 02 6288 9161 or 0403 193 444 between 10 am and 4 pm ONLY
* Applications for the position, including a current CV, should be lodged with Dogs ACT by no later than COB, 24 August 2017.

Applications may be lodged by email to [admin@dogsact.org.au](mailto:admin@dogsact.org.au)