

DOGS ACT

Duty Statement - Administrative Assistant

Key Functions

- . Provision of customer services to Dogs ACT Members, Affiliates and Members of the Public;
- . Strong focus on client service;
- . Provision of support to the Council of Dogs ACT; and

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;
- . A self starter with the ability to work with minimal supervision;
- . An understanding and/or appreciation of the functioning of a not for profit and volunteer 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;
- . Update application forms to ensure compliance;
- . Record and maintain a tracking system of all applications received;
- . Update membership records and initiate renewal reminders to go out monthly;
- . Update the calendar of events and share with external providers regularly;
- . Maintain room bookings and assist with audio visual support;
- . Maintain and reconcile camping bookings as per procedures;
- . Provide support to major events conducted by Dogs ACT;
- . Maintain Vendors bookings and reconcile as per procedures;
- . Understudy the Administrator in the performance of those duties.
- . Any other duties that may be required.

Revised March 2020