



# Administrative Assistant

The Association needs to make an appointment to replace the Part Time Administrative Assistant. The appointee will work with the Committee and on behalf of the Tallong Park Association Members. The position is part time, Tuesdays and Wednesdays 8-4. Remuneration is as per Private Clerks Award

## ESSENTIAL CRITERIA

- Good interpersonal skills, personal qualities such as integrity, fairness, maturity, sound temperament
- A commitment to the Tallong Park Association, its Constitution and Local Rules.
- An appreciation of and commitment to observe the particular degree of confidentiality required by the position.
- Analytical and intellectual skills, sound judgement and decisiveness, ability to manage and initiate change
- To be able to communicate fairly, effectively and courteously.
- Accurate, fast data entry skills;
- Good computer skills: moderate level word skills, excel, email and the internet.
- Ability to work independently and also as a team member.

## PREFERRED CRITERIA

- Experience in MYOB
- An interest in appropriate dispute resolution
- High level computer skills
- Book keeping skills
- Be available to commence training soon after appointment

If you are interested, please email your expression of interest and cv to [secretary.tpa@outlook.com](mailto:secretary.tpa@outlook.com). Expressions of interest close 2nd May.