



## **Position Description Office Administrator**

### **Geelong Football Umpires League**

#### **Accountabilities**

1. Co-ordinate the administration of the GFUL in accordance with the policy and guidelines as determined by the Board of Management on behalf of its members.
2. Ensure current information is communicated to members both current and life members, within established timelines
3. Co-ordinate GFUL website and other social media updates with support from the communications board member and league statistician.
4. Administer the hiring of the GFUL facility for official and private functions to generate an income stream. Supervise the general maintenance and housekeeping of facility.
5. Manage and maintain an inventory of uniforms and equipment.
6. Act as secretary to the board at monthly meetings and Annual General Meeting.
7. Administer the security of GFUL finances, Human Resource documentation and assets.
8. Other duties as directed.

### **Key Selection Criteria**

1. Demonstrated experience in office administration.
2. Demonstrated strong interpersonal and communication skill oral and written, including the ability to liaise and build relationships with a range of internal and external stakeholders.
3. Experience with the use of computer systems including standard office software such as Microsoft office applications and the ability to learn and implement new systems.
4. Ability to work independently, adopt flexible work practices, under limited supervision, and complete tasks within timelines.

### **Mandatory Requirement**

1. Current Victorian Mandatory Working with Children's Check (or the ability to obtain).

### **Desirable Skills**

1. Accounting or bookkeeping experience.

Updated by Bill Harrison Director GFUL 9 November 2017.