



# MEMBERSHIP COORDINATOR

## New South Wales

- Full Time Opportunity
- Competitive Remuneration Package
- Location: Central West NSW Region

**Rural Marketing Agents Network (rma network)**, is a membership based organisation which consists of privately owned and operated livestock and property agencies. The rma network provides professional services and benefits across the membership which is currently at 86, located in all states across Australia.

With continued growth and development, rma network is seeking to appoint a **NSW Membership Coordinator** to maintain and develop the solid relationships with membership across **NSW** and into **QLD**. The successful applicant will work closely with and provide support to the General Manager across the operations of the business. The **NSW Membership Coordinator** will ensure members have access to reputable and professional products and services which are a value add across all areas of business including advertising, human resources, finance, legal and insurance.

### Key duties of the role include:

- Travelling to and visiting the membership across NSW and into QLD over a regular cycle
- Maintain solid relationships with members in NSW and QLD to ensure continued engagement with rma network
- Identify new training initiatives for members
- Develop, assist and contribute to formulation of training plans for members considering the industry peaks and troughs.
- Form part of and actively participate in the rma network Training Advisory Committee
- Assist with facilitation of new memberships
- Coordinate annual meetings across NSW and QLD territory
- Liaise with key industry stakeholders
- Attend feature sales
- Fortnightly reporting to General Manager
- Attend board meetings as required

### The successful applicant will have:

- Demonstrated knowledge and experience in a similar role within the rural sector, ideally in NSW
- A professional, approachable and engaging style combined with the ability to develop and maintain business relationships with individuals from all walks of life
- Solid verbal and written communication skills
- Well-developed organisational skills to successfully manage a busy schedule with multiple priorities
- Well-developed skills in Microsoft suite of products including Word and Excel

The successful person will be located in a NSW Central West location such as Dubbo, Forbes or Orange. This is a busy role which requires the individual to undertake travel around the territory to meet the needs of the role and therefore along with an attractive remuneration package, a fully maintained motor vehicle is offered.

If you are looking for the opportunity to join a dynamic and unique organisation where you can utilise your skills, knowledge and experience of the rural sector, forward your resume and a cover letter including your salary expectation to [jobs@hr4business.com.au](mailto:jobs@hr4business.com.au) no later than 8th February, 2017.

For a confidential conversation regarding the opportunity, contact Sue Kelly, Principal Consultant, HR4Business on 03 5222 6695.