



Membership Officer – Australian Cattle Vets Association

Are you a stable, mature team player with a strong work ethic and ability to work productively without constant supervision? Your professional telephone manner and good computer skills will equip you for this highly varied role which includes being “first point of call” (8:30 to 5:00) for our rural and remote livestock veterinary members and other stakeholders.

This diverse and often busy role will see you fulfilling a range of duties - from supporting our Executive Officer, volunteer committees and members, to managing accreditations, uploading information to the web, creating newsletters, as well as responding to general enquiries in our Eight Mile Plains (Brisbane) office of the Cattle, Sheep and Reproduction Special Interest groups of Australian Veterinary Association (AVA).

The AVA is a national professional and scientific organisation, with a membership of over 8000 veterinarians who work in private practice, government and industry. Our member veterinarians are experts in animal health and welfare and one of Australia's most trusted and respected professions.

The successful applicant for the role of membership officer will ideally possess the following

Essential skills and attributes

- Professional communication skills – oral and written
- At least intermediate level computer skills in MS Office 2010 version in Word, Excel and Outlook
- Attention to detail
- Understanding of (& empathy for) livestock animal production systems
- Organisational skills, flexibility, self motivation and ability to work on multiple tasks largely unsupervised
- Customer focus

TAFE or tertiary education qualifications in administration or business related field, experience within membership based or not for profit organization, MS Publisher, databases (queries, reports) & webpages will be highly regarded.

Interstate travel and absence from home (for more than one night on occasion) may be required. This is a full time role, however a 9 day fortnight may be considered for the right applicant. Salary circa \$50K (FT). *This is an office based administrative position working with livestock veterinary members, not animals!*

Please apply by email by 6 October 2014 to anne@acv.com.au with the subject line "Membership Officer." Please attach your resume, a succinct cover letter (including your contact phone number and availability for interview on Monday 13 October). No phone enquiries, thanks!