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**POSITION VACANT**

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**ADMINISTRATION MANAGER**

The Australian Livestock & Property Agents Association Limited (ALPA) has an exciting full time position commencing December 2017 in the Sydney Office.

Written applications are sought from energetic, cheerful people with a friendly disposition for this rewarding role.

This position will suit someone with superior administration/computer skills, excellent communication and organisational ability, coupled with the ability to work with confidential information and manage an office of a small friendly team.

Key responsibilities:

- Assist CEO, organise & manage office duties and member services.
- Assist in Association's events, programs and day to day operations.
- Motivate, inspire and develop relationships with industry sectors.
- Ensure member satisfaction.

(See Page 2 for full job description)

Applicants must have a proven ability to operate MYOB and general financial management skills. General knowledge of rural Australia and a background in Agriculture would be an advantage for this position.

A salary package will be available in line with experience and qualifications.

ALPA IS AN EQUAL OPPORTUNITY EMPLOYER

Applications in writing with resume (including 2 references) should be forwarded by 30<sup>th</sup> November 2017, marked **Private and Confidential** to;

ALPA CEO;  
Andy Madigan  
Lvl 6  
2 Barrack St  
Sydney NSW 2000

HEAD OFFICE

Level 6, 2 Barrack Street SYDNEY NSW 2000  
Telephone: 02 9262 6633  
Fax: 02 9262 6422  
Email: [admin@alpa.net.au](mailto:admin@alpa.net.au)  
Chief Executive Officer:  
Andy Madigan

NORTHERN REGION

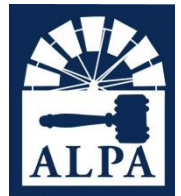
PO Box 2178, TOOWONG QLD 4066  
Telephone: 07 3310 8977  
Fax: 02 9262 6422  
Email: [nthadmin@alpa.net.au](mailto:nthadmin@alpa.net.au)  
Northern Regional Manager:  
Andrea Lethbridge

SOUTHERN REGION

PO Box 92 COOLAMON NSW 2701  
Telephone: 0434 310 310  
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Email: [sthadmin@alpa.net.au](mailto:sthadmin@alpa.net.au)  
Southern Regional Manager:  
Liz Summerville

ALPA is a proud member of





## **ALPA ADMINISTRATION MANAGER**

### **JOB DESCRIPTION**

**Reports to: CHIEF EXECUTIVE OFFICER**

#### **Confidential Information**

This role needs to ensure confidentiality at all times as this role is entrusted with extremely privileged information.

During the course of your employment you may become aware of information and material relating to the affairs and operations of the Association, its staff and/or members which is confidential. It is a requirement of your employment, which continues after termination, that you will keep such information from those who are not entitled to it. You are to use such information strictly and only in the course of carrying out your duties and not for your personal benefit or to the benefit of any person not entitled to the information. If you are uncertain about what information should be kept confidential or disclosed, please see the Chief Executive Officer. You are not to disclose any ALPA information at any time that is not readily available to all members.

The duties & responsibilities of the position are currently but not limited to:

#### **ALPA BOARD & COMMITTEE MEETINGS**

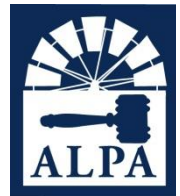
- Organise/co-ordinate venue, travel and accommodation on behalf of committee members and attending staff.
- Organise/co-ordinate teleconference meetings with the committee.
- Compile minutes of meetings.
- Prepare agendas.
- Prepare post-meeting action sheets.
- Distribute minutes and general info to committee.
- Liaise with committee/staff to ensure program operates successfully.

#### **COMMUNICATION & INFORMATION**

- Handle incoming calls and direct calls or take messages as required
- Receive and relay oral and written messages
- Respond to telephone, oral and written requests for information
- Handle sensitive inquiries with tact and discretion
- Re-direct inquiries and/or take appropriate follow up action
- Greet visitors and attend to their needs
- Receive and distribute incoming mail
- Receive and dispatch outgoing mail
- Collate and dispatch documents for bulk mailing

#### **FINANCIAL MANAGEMENT**

- Utilise MYOB for all financial transactions
- Staff payroll
- Manage Account Receivable/Accounts Payable
- Manage petty cash transactions
- Manage and prepare all banking documents
- Prepare financial reports for meetings, including forecasts and budgets as required
- Assist with preparation of end of year finance report in association with Accountant.
- Deal with all bank queries, term deposits etc
- Prepare Annual Report



## **ADMINISTRATION MANAGEMENT**

- Manage file and retrieve documents
- Draft routine correspondence
- Devise, manage & maintain filing system
- Maintain control and management of office and supplies
- Assist with planning to match future requirements of resource allocation
- Maintain and manage master databases
- Organise the AGM with the CEO
- Organise the Young Auctioneers Competition with the CEO
- Handle the day to day running of Transit Insurance, receive monthly turnover figures, process and report, collate and check data on claims, handle general inquiries, process payments
- Organise own work schedule and that of Administration Officer
- Assist CEO and Regional Managers to complete tasks
- Assist/prepare material for Board of Directors & SMC
- Make travel and accommodation bookings for Staff & Directors
- Record and draft minutes of Board of Directors, SMC & General member meetings
- Assist coordinate Professional Development & Education Program activities – when necessary
- Assist CEO with data input, research, document preparation or drafting correspondence as required
- Operate and maintain office equipment
- Maintain and improve ALPA services to its members and sponsors
- Maintain and update website
- Head office staff management when the CEO is out of office
- Ensure office presentation is always in a professional tidy manner
- Ensure Boardroom presentable at all times

## **GENERAL**

- Assist with the organisation of all ALPA events including each state's Young Auctioneers Competitions (inquiries, sponsors, nominations, officials, venue, invitations, accommodation, dinner, entertainment, seminar, presenters, and travel)
- Gather relevant information and produce a weekly member update using the website member service
- Place relevant information on the Association website when necessary
- Administer and communicate with members regarding the member benefits
- Answer and respond to telephone calls as required
- Assist with the receipt and distribution or dispatch of incoming and outgoing mail for and on behalf of the Association
- File and retrieve documents as required
- Collate and dispatch documents for bulk mailing as required
- Complete forms as required
- Operate and maintain office equipment
- Undertake data input as required
- Produce and maintain documents as required
- Co-ordinate own work routine with others as required
- Draft correspondence as required
- Assist CEO and Regional Managers as and when required
- ALPA Member Consumable Services
- Handle enquiries
- Develop and administer promotion of ALPA
- Explore partnership/revenue possibilities.