



POSITION VACANT

Branch Office Coordinator

Full-time position

Location : Port Adelaide

An opportunity is available to join the South Australian Branch, based in Port Adelaide, in a full-time role that provides administrative, customer service and organising support for the benefit of the membership of The Maritime Union of Australia.

Working within a small team and reporting to the Branch Secretary, the role is interesting and varied with a broad range of responsibilities including, but not limited to :

- Managing membership information and data
- Managing Branch accounting functions
- Maintaining website and social media content
- Arranging the logistics of Branch events
- Contributing to Branch activities and campaigns
- Arranging travel bookings
- Providing administrative support to the Branch Secretary and Organiser

To be considered for this role, you will have at least 3 years' experience in a similar role, and a qualification in business administration would be advantageous. An understanding of the role of trade unions is necessary.

Your attention to detail, advanced computer literacy, particularly possessing well-developed social media, database and MS Excel skills, adaptability and flexibility will be the basis upon which expected outputs are delivered in a timely manner. Bookkeeping skills are essential, and an understanding of the legal framework and process would be beneficial.

Your experience will demonstrate a proactive and organised approach to your responsibilities, with a sound work ethic and an ability to prioritise and plan in a busy office environment.

A competitive remuneration package, commensurate with experience, will be offered to the successful candidate.

For additional information contact : Trisha Hurley – 0419 528 413

Applications should be forwarded to : recruit@mua.org.au

Closing date for applications : Friday 27 July 2018

The Maritime Union of Australia is an Equal Opportunity Employer.

Applicants must be permanent residents and able to work in Australia.