



AUSTRALIA'S ULTIMATE GREATEST DESERT RACE
QUEENS BIRTHDAY WEEKEND

FINKE DESERT RACE ADMINISTRATION MANAGER

Primary Objective

Provide an efficient and effective high level of administrative support to the Finke Desert Race Committee through management of the day to day running of the office. Position is currently part time (minimum 20 hours per week) although its possible hours may increase.

Key Responsibilities

1. Undertake the day to day running of the Finke Desert Race office.
2. Liaise and work closely with the FDR Committee and event suppliers to coordinate the running of the event.
3. Provide information about the event to sponsors, officials, advertisers, volunteers, and spectators as requested
4. Provide specific event / race information to competitors as requested.
5. Process all competitor entries and maintain competitor database in the lead up to the event.
6. Responsible for basic accounting procedures including banking, invoicing, reconciliation of accounts and bill payments using Xero.
7. Source and negotiate with vendors and suppliers for event requirements
8. Coordinate travel arrangements and accommodation bookings for event officials.
9. Maintenance of various databases
10. Respond to all correspondence. Deal with complaints and escalate where appropriate.
11. Attendance at regular committee meetings.

Selection Criteria

1. Well-developed interpersonal skills including the ability to remain calm under pressure and communicate courteously and effectively with people from all backgrounds.
2. Previous experience working with limited or no direct supervision.
3. Experience with basic book keeping.
4. Proven organisational and problem-solving skills.
5. Ability to maintain confidentiality, exercise discretion and apply initiative.
6. Oral and written communication skills of a high order.
7. Experience in maintaining databases and associated records in good order.
8. Ability to cope with large workloads, tight and often conflicting deadlines with a high degree of accuracy.
9. Hold a current NT Drivers licence.
10. Hold or be eligible to obtain a Working with Children Clearance (Ochre Card). This is a position of trust and successful candidate must agree to a national police clearance.
11. This position is not available as short term visa employment nor will the committee consider sponsoring.

For further information please contact the Finke office on (08) 8952 8886 or email admin@finkedesertrace.com.au

Up to date resume with contactable referees and a brief outline of experience is to be sent to the above email address. Referees may be contacted to assist with shortlisting.

An anticipated start date at the beginning of October is envisaged.

Interested applicants should send a current resume and brief outline of experience to admin@finkedesertrace.com.au

Applications will not be accepted after cob Monday 31st August 2020