



AUSTRALIA'S ULTIMATE GREATEST DESERT RACE
QUEENS BIRTHDAY WEEKEND ANNUALLY

FINKE DESERT RACE ADMINISTRATION OFFICER

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 permanent part time, Monday to Friday around 30 hours per week.

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 committee meetings as required.

Selection Criteria

Essential:

1. Well-developed interpersonal skills including the ability to remain calm under pressure and communicate courteously and effectively with people from all backgrounds.
2. Ability to work with limited supervision.
3. Experience with basic [bookkeeping](#)
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 Class 'C' Drivers licence.
10. A Working with Children Clearance (Ochre Card) and a national police check clearance are required.

For further information please contact the Finke office on (08) 8952 8886.

Please email resume and brief outline of experiences to admin@finkedesertrace.com.au

Applications close; Insert a date