

# West Australian Rifle Association Inc.

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## THE WESTERN AUSTRALIAN RIFLE ASSOCIATION INC.

Is looking for an Administration Officer for 3 days per week (24 hours) based at the headquarters of the Association being the CNR of Higgins and Wandoo RD Pinjar.

The successful applicant will be responsible directly to the WARA Chairperson, WARA Executive Council.

This position is permanent part time with a fixed term contract.

The job includes, but not limited to the job description listed below:

- General administration including emails and telephone calls, mail, and memberships.
- Range bookings and liaison with clubs and other stakeholders.
- Governance assistance including sponsorship and grants.
- Attendance at meetings and minute taking.
- Financial tasks including banking, budget preparation.
- Annual event preparation.
- Arranging contractors for attendance at site for maintenance.
- Maintaining website and Social Media account.

Expressions of interest with covering letter outlining experience and resume should be returned by the 14th June 2023 to [eo@wara.asn.au](mailto:eo@wara.asn.au)

**Regards**

**West Australian Rifle Association Inc.**

**Council**