



POSITION VACANT

OFFICE ASSISTANT **Casual – 10-15 hours per week**

SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (BRISBANE)

SSAA Brisbane Branch are looking for a casual staff member to assist with the administration duties at the SSAA Brisbane Branch office located at Belmont.

The role will involve the processing of Safety Course bookings, membership applications, customer service, data entry, answering of phone calls and filing. Basic Word and Excel skills will be necessary. You must display a high level of both oral and written communication skills and have excellent attention to detail, and be able to work autonomously. Other general office duties may be required also.

This role would predominantly be approximately 10-15 hours per week but may vary. Flexibility would also be an advantage with an increase in hours when other staff are ill or on leave. Own transport is required as public transport is not available.

Firearms licence or eligibility is essential.

Send applications to: applications@ssaabris.org.au

