

Position Title: Operations Manager

Outline of Position:

We are currently inviting applications for a part time Operations Manager to assist with the administration of the Executive Committee



Employer: Sprintcar Control Council of Australia Inc.

Salary: Dependent upon experience and qualifications

Employment Type: Part-time

Description:

Your role will involve but will not be limited to:

- Assisting the Executive committee with Administration operations eg) Recording and issuing of Log Books, Licences and Rule Books
- Collecting information and data from State Member Clubs for constitutional and compliance requirements
- Liaise with Media Representatives
- Research of material from time to time, as required
- Representing the organisation at a national level where required
- Attend meetings including board and conferences, race events, where requested.

Profile:

- Demonstrated practice in assisting standing and operational committees
- Ability to act as a spokesperson for the Association as appropriate
- Demonstrate experience in business development including intellectual property, human resources and research
- Experience in managing the review, development and implementation of organisational policies, procedures and guidelines and evaluation
- Proven experience in a sporting or similar organisation
- Possess good report writing skills
- A degree of computer literacy and social media prowess
- Demonstrated commitment to the ethos and values of the Association

Job Offer:

You will be working with a 5 member Executive Committee and the State Member Clubs of the organisation. We are committed to encouraging and fostering the sport of Sprintcar racing in Australia and promoting friendship and courtesy in competition between member clubs and any other club, local and interstate with the same objects and purposes.

Closing Date: Close of business – Monday 3 April 2017

Applications:

Submit applications as one document inclusive of a covering letter (maximum one page) and a CV (maximum two pages) and address essential criteria.

Submit applications by email to:

The Executive
Sprintcar Control Council of Australia Inc.
admin@sprintcarsaustralia.com

Applicants must be legally entitled to work in Australia