
Position Vacant - Member Services Officer

By webadmin

Published: 25/02/2010 - 13:56

Date Published: 25/02/2010 Author: Executive Officer

Membership Services Officer

The CDAA is advertising for a [Member Services Officer](#). If you know someone who may be interested please contact us.

Position Description

POSITION OVERVIEW

An energetic, friendly and self-motivated client-oriented person is required to fill this casual position with the following duties:

The position is offered in the first instance for 15 hours per week at an hourly rate of \$22.20 plus 9% superannuation.

ROLE STATEMENT

- Provide effective and timely management of member inquiries
- Maintain membership databases

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- Management of membership systems and subscriptions
 - Process income and invoicing for CDAA activities
 - Provision of general office administrative support
 - Establish and maintain cooperative working relationships with CDAA secretariat, Board and Division presidents
 - Assist in the organisation of the annual national conference
 - Other duties as determined by the National President and Executive Officer

SELECTION CRITERIA

- Demonstrated high level of verbal communication and interpersonal skills specific to client service delivery
- Experience working in a fast-paced customer service environment providing accurate support to clients
- High level of proficiency in a range of computing skills including word processing, spreadsheets, databases
- Well developed organisational skills and demonstrated attention to detail
- Ability to manage a variety of tasks and meet deadlines

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- Demonstrated problem solving skills and ability to use initiative
 - Ability to make an effective contribution in a team environment
 - Well developed written communication skills
 - Experience with MYOB preferred

Enquiries about this position can be directed to Graham Pratt, Executive Officer on 1800 222 390 or executive.officer@cd.gov.au

To apply: Please submit a [cover letter and resume that](#) demonstrates your ability to meet the above criteria

Applications close Monday 22nd March 2010.

Position Description ([pdf](#))