

Central Cumberland Racing Pigeon Federation Inc.

Job Title:	Race Secretary	Job Category:	Clerical
Department/Group:		Job Code/ Req#:	
Location:	TBA	Travel Required:	Travel Required
Level/Salary Range:	TBA	Position Type:	Full Time – Job Share
HR Contact:	Not Required	Date Posted:	21 st January 2019
Will Train Applicant(s):		Posting Expires:	19 th February 2019
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
Phil Murphy			
EMAIL: PHIL.MURPHY@PICKLES.COM.AU		PHONE: 0404809162	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Responsible to the Federation Management Committee</p> <p>Location of new members loft utilizing GPS system</p> <p>Enter members GPS reading on the CCF website</p> <p>Location of race points utilizing GPS system</p> <p>Locate and inspect race points annually ensure adequate area for the release of birds</p> <p>Organize the upkeep and maintenance of the Federation vehicles</p> <p>Supervise and organize loading of the transporters on a weekly basis</p> <p>Ensure loaders are in a work safe environment</p> <p>Issue correspondence where necessary to Club drivers at the loading point</p> <p>Receive payments and correspondence at the loading point</p> <p>PREFERRED SKILLS</p> <p>Operating of all Windows based programs (Microsoft Word, Excel and Outlook)</p> <p>Excellent bookkeeping skills</p> <p>ADDITIONAL NOTES</p> <p>Must have excellent communication skills</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	