

Central Cumberland Racing Pigeon Federation Inc.

Job Title:	Federation 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>Prepare seasons budget in conjunction with the Federation Treasurer</p> <p>Receive all Federation correspondence, record and make available at Federation Meetings</p> <p>Prepare correspondence to Clubs and outside bodies (organizations) and follow up where necessary</p> <p>Control of the Federation website</p> <p>Ensure that the seasons racing schedule is set up on the website in order that weekly data can be entered</p> <p>Good computer skills</p> <p>Proficient with Windows based programs (Microsoft Word, Excel and Outlook)</p> <p>Control and organize all Federation races e.g. Young Bird and Any Aged Derbies in conjunction with the Treasurer</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:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time