



POSITION VACANT

ADMINISTRATION OFFICER

The Australian Livestock & Property Agents Association (ALPA) is the National Peak Industry body for livestock and property agents.

ALPA represents more than 1,200 agency businesses across Australia. Collectively this group plays an important role in Livestock, Wool, Merchandise and Rural Property sales and marketing. ALPA Members handle in excess of 97% of rural agency business Australia Wide. It is one of the largest organisations of small rural business men and women, relied on to protect the interests of agents and producers nationally.

ALPA has an exciting position available in the Association's head office in Sydney commencing in October 2016.

Written applications are sought from energetic, cheerful people with a friendly disposition for this rewarding role.

This position will suit someone with strong administration/computer skills, excellent communication and organisational ability, coupled with the capacity to work in a small team environment.

Key responsibilities:

- Assist to organise and manage office duties and member services.
- Help in the coordination of events, programs and day to day operations.
- Motivate, inspire and develop relationships with sponsors and media.
- Maintain database and website.
- Ensure member satisfaction.

(See Page 2 for full job description)

General knowledge of rural Australia and a background in Agriculture would be an advantage.

A salary package will be offered in line with experience and qualifications.

ALPA IS AN EQUAL OPPORTUNITY EMPLOYER

Applications in writing with resume (including 2 references) should be forwarded by 23rd September 2016, marked **Private and Confidential** to;

ALPA CEO;
Andy Madigan
Lvl 6
2 Barrack St
Sydney NSW 2000.

or

andy@alpa.net.au

HEAD OFFICE

Level 6, 2 Barrack Street SYDNEY NSW 2000
Telephone: 02 9262 6633
Fax: 02 9262 6422
Email: admin@alpa.net.au
Chief Executive Officer:
Andy Madigan

NORTHERN REGION

PO Box 2178, TOOWONG QLD 4066
Telephone: 07 3310 8977
Fax: 02 9262 6422
Email: nthadmin@alpa.net.au
Northern Regional Manager:
Andrea Lethbridge

SOUTHERN REGION

PO Box 5637, WAGGA WAGGA NSW 2650
Telephone: 02 6921 1700
Fax: 02 9262 6422
Email: sthadmin@alpa.net.au
Southern Regional Manager:
Liz Summerville

ALPA is a proud member of





ALPA ADMINISTRATION OFFICER

JOB DESCRIPTION

The duties of the position are to give assistance to the CEO and Administration Manager as required and not limited to the following:

ALPA Meetings

1. Assist to co-ordinate venue, travel and accommodation on behalf of committee members and attending staff.
2. Organise/co-ordinate teleconference meetings with committees.
3. Compile minutes of meetings.
4. Assist/prepare agendas.
5. Prepare post-meeting action sheets.
6. Distribute minutes and general info to committees.
7. Liaise with committee/staff to ensure program operates successfully.

Professional Development & Education Programs

1. Assist to co-ordinate schools/seminars for ALPA Courses.
2. Prepare and administer program schedule.
3. Design program advertisements for internal/external publication.
4. Contact and invite selected presenters and officials.
5. Circulate presenter/official program and personal requirements.
6. Liaise with nominated presenters and organise travel, venue, presentation aids, meals and accommodation requirements in conjunction with selected course conveners.
7. Prepare 'Presenter Profiles' for schools/seminars.
8. Prepare participant programs.
9. Circulate registration forms to individuals of a selected target audience.
10. Follow up registrations with acknowledgement advice (i.e. cost – what is included), venue, time, accommodation, meals and a general outline of the program agenda).
11. Organise and forward material to appropriate destination.
12. Collate feedback sheets and course convener analysis sheets.
13. Send feedback summary to presenters and committee.
14. Research new topics for seminars and schools.
15. Produce a Program Update Report for the Association Board of Directors when requested.

Professional Development & Education Funding

1. Assist in the preparation of the annual funding submissions to the Department of Justice – Consumer Affairs Victoria and the Office of Fair Trading NSW.
2. Collate budget data from schools and seminars over the previous funding year, as well as program participation information and aims and objectives.
3. Prepare envisaged program requirements – budgets, school/seminar locations and dates and potential topics for education.



General

1. Assist with the organisation of all ALPA events including each state ALPA Young Auctioneers Competitions (inquiries, sponsors, nominations, officials, venue, invitations, dinner, accommodation, entertainment, seminar, presenters, and travel).
2. Maintain and manage database and website.
3. Gather relevant information and produce a weekly member update using the website member service.
4. Place relevant information on the Association website when necessary.
5. Administer and communicate with members regarding the member benefits.
6. Answer and respond to telephone calls as required.
7. Assist with the receipt and distribution or dispatch of incoming and outgoing mail for and on behalf of the Association.
8. File and retrieve documents as required.
9. Collate and dispatch documents for bulk mailing as required.
10. Complete forms as required.
11. Operate and maintain office and office equipment.
12. Edit and save information in appropriate committee folders using Microsoft office programs including Word and Excel.
13. Undertake data input as required including invoicing using MYOB.
14. Produce and maintain documents as required.
15. Co-ordinate own work routine with others as required.
16. Draft correspondence as required.
17. Assist CEO and Administration Manager as and when required.
18. Manage Social Media eg Facebook.

ALPA Member Consumable Services

1. Handle enquiries from members, suppliers and sponsors.
2. Develop and administer promotion of ALPA products and services.
3. Explore partnership/revenue possibilities.
4. Manage Transit Insurance.
5. Manage sales of ALPA merchandise.