

Royal Far West

# Position Vacant

## ADMINISTRATIVE ASSISTANT FUNDRAISING AND MARKETING

**FULL TIME OR PART TIME (WORKING OVER 5 DAYS PER WEEK)**

Royal Far West is a non-government organisation based at Manly that provides health services for country children who are not able to access those services where they live.

Royal Far West is seeking an appropriately qualified Administrative Assistant to provide administrative and operational support within the Fundraising and Marketing Department.

The successful applicant must have the flexibility to work outside normal business hours, including weekends and evenings as required.

Applications must address the following selection criteria.

### **Essential:**

- Demonstrated ability in using Microsoft Office software packages;
- Demonstrated database management experience;
- Excellent interpersonal and written and verbal communication skills;
- Good organisational skills with the ability to prioritise workload;
- Excellent customer service skills;
- Ability to attend fundraising/promotional events.

### **Desirable:**

- Desk top publishing experience;
- Experience using ThankQ or client databases preferred;
- Previous experience working in marketing or fundraising preferred.

Successful applicants will be required to undergo a relevant criminal record check.

Closing Date: 1 March 2010

Enquiries: Ms Anne Scott, 8966 8575.

Applications to: HR Manager, PO Box 52, Manly NSW 1655 or  
[recruitment@royalfarwest.org.au](mailto:recruitment@royalfarwest.org.au)