

Administration Officer - Part-time

The Australian Organisation for Quality (AOQ NSW) is looking for a part time contract administration officer to manage the organisation's activities based at Homebush. The duties include:

- Organising training courses and Forums
- Processing membership
- Account receivables and Payables
- Management of membership database

Requirements

1. Office management experience
2. Good oral and written communication skills
3. Bookkeeping skills
4. Computing skills

Appropriate qualifications or experience will be held in high regard.

A competitive rate with performance incentives will be offered for the role.

Apply to:

Email: admin@aoqnsw.com.au

Australian Organisation for Quality, PO Box 123, Sydney Markets NSW 2129.

Enquiries to Sandy on (02) 9746 2411, or Shan on 0404 040 491.

AOQ is a not for profit organisation.