Office Administrator (0.6)

The Design and Technology Teachers' Association of Victoria (DATTA Vic) is looking for:

- · a Bookkeeper/Administrator (0.6)

- · Salary range: $50-$55K neg. (per annum pro rata)

- · Start date: Week starting March 31st

DATTA Vic is a not-for-profit professional subject association that supports Design and Technology and Systems Engineering teachers by delivering quality professional learning activities and resources. We have over 450 individual and school members, but we also provide resources for the broader Technology teaching community and students.

Role

The Bookkeeper/Administrator is responsible for smooth financial and operational administration of the DATTA Vic business and activities:

- · Keeping all accounts and databases up to date

- · Reporting to the DATTA Vic Treasurer and committee of management

- · Assisting the Professional Learning Manager at workshops and conferences, and with membership communication

- · Registration for all DATTA Vic activities

- · Attending to membership enquiries

We are looking for **experience** in:

- · All areas of bookkeeping, including preparing BAS statements.

- · Database and registration management

- · General administration and financial duties

- · Membership communication

- · Working in a not-for-profit organisation

Skills required - we need you to :

- · be able to competently use:

  - · MYOB

  - · Filemaker Pro

  - · Microsoft Office

·   Have experience in InDesign (an advantage but not essential)

·   Use excellent communications skills

·   Be able to multitask effectively

·   Work well within a small team, and with a voluntary committee of Product Design and Technology and Systems Engineering teachers.

For a **job description**, please email: admin@datta.vic.edu.au

To apply for this role, please go to the SEEK webpage http://www.seek.com.au/job/26090973

Applications close: **March 14th 2014**