



maccabi

*connecting our Jewish  
community through sport*

## **ADMINISTRATION ASSISTANT**

Maccabi is seeking an Administration Assistant on a casual basis for 24 hours per week over 3-4 days for its Head Office.

The position will involve considerable interaction and liaison with member clubs, players, parents, community organisations and working collaboratively with the ED and other staff and volunteers maintaining the operations of a busy office environment.

It is essential for the successful applicant to be highly computer literate, have proven organisational ability, good communication skills and possess qualities that include:

Attention to detail, initiative, a 'can do' approach and the ability to liaise with and handle people in a friendly and professional manner.

Tertiary qualifications in a relevant field are desirable.

For a Position Description or any queries, please call Jacque Lerner on 9563-5885 or go to

[www.macvic.com.au](http://www.macvic.com.au)

Please e-mail cover letter together with Resume to [jlerner@macvic.com.au](mailto:jlerner@macvic.com.au) by

**Friday 24 May 2019**