



02 6962 4577

GRIFFITH LEAGUES CLUB LTD.
PO Box 1016 Griffith NSW 2680

Administration Manager

We are looking to appoint a motivated Administration Manager to join our team based at our Southside premises.

The duties of this role include:

- Directing a small team of administration staff/ reception staff
- Creditor data entry and reconciliation
- Debtor receipting and reconciliation
- Reconciliation of gaming takings against metered cashflows
- Processing of payroll, superannuation & BAS
- Preparing & collating end of month reports for the Board of Directors

This is a busy role and ideally suited to a positive and flexible individual who thrives when working in a team environment.

Essential Requirements

- Excellent organisation skills and ability to meet deadlines
- Sound computer skills
- Ability to handle highly confidential documents
- Effective communication across all mediums

This is a permanent fulltime position and previous experience in a similar role is highly advantageous. Employment is offered in accordance with The Registered and Licensed Clubs Award and remuneration will be based on experience and/or qualifications.

If you are interested in joining our team, please apply in writing with a cover letter, resume and current references to:

Mr Anthony Lico
General Manager
anthony@griffithleagues.com.au

Applications close Friday 1 July 2022.