



## Australian National Field Days Position Description – Administration Officer

Applications close Friday 21<sup>st</sup> February 2014

The Orange Field Days Co-operative Limited, trading as the Australian National Field Days, is a not for profit organisation whose charter is to advance Australian agriculture through exhibition, research, demonstration, competition and education.

The organisation owns a 130 hectare site at Borenore, 15 kms west of Orange. The Australian National Field Days (ANFD) takes place on the site and is held over a three day period each October. Throughout the year the organisation conducts other activities at the site including livestock trials, tours, seminars and demonstrations

Position: Permanent Part Time

Essential Skills and Experiences Required:

- Effective communication and negotiation skills
- Demonstrated customer service skills and experience
- Work unsupervised and as part of a small team
- Proficient with MS Office suite and desk top publishing
- Proficient with database management

Desired Skills:

- Experience in or knowledge of agricultural industries
- Experience in event management
- Experience in publicity and design
- Social media and website skills

Key responsibilities will include:

- First point of contact with phone and reception
- Oversight of day to day administration operations
- Liaising with and supporting the ANFD Committee members
- Leading up to the ANFD main event, oversee all operational aspects including the hire of equipment and contractors, catering and communications
- Management of in house computer database and website
- Assist with co-ordination of publicity and design activities relating to the ANFD main event such as the prospectus, newsletters, program, feature exhibit and during the year, trials and competitions

Hours: Minimum of 3 to 4 days per week

Possibility of negotiating flexible work hours.

Rate of pay will be negotiated on the skills level of the successful applicant under the Clerks-Private Sector Award 2010.

Applications to be mailed to: The Administration Manager, Australian National Field Days, PO Box 2150, Orange NSW 2800 or emailed to: [info@anfd.com.au](mailto:info@anfd.com.au)

Advertisement placed in Orange CWD Saturday 8 February

“Administration Officer”  
Australian National Field Days

The Orange Field Days Co-op Ltd is seeking an energetic and committed self starter to help promote and organise the annual agricultural exhibition.

Good communication skills are essential as regular contact with a range of stakeholders is required.

Position description available: [www.anfd.com.au](http://www.anfd.com.au)  
For further information contact: 02 6362 1588