

Football Administration Assistant



A part-time, 3 days per week opportunity has arisen for an enthusiastic Football Administration Assistant to join the Western Bulldogs.

This role will provide general administrative support to the football department.

The successful candidate will be responsible for:

- Booking travel;
- Transcribing from a Dictaphone;
- Organising scouting ticketing;
- Medical administration;
- Accounts payable and receivable;
- Training Schedule invites;
- Assistance with Ticketing and wristbands; and
- General administration.

Previous administrative experience is required.

If you are interested in working in a challenging yet extremely satisfying position, please [click here](#) to apply for the role by midnight on Sunday 26 February 2017

A six (6) month probationary period applies to this position. Referees are to be provided at interview.

Please note that due to the high level of interest only those applicants short listed will be contacted.