

ORCV OFFICE DESCRIPTION.

Administration

Reception – answer phones

MYOB:

Invoicing & receipts

Accounts receivable/accounts payable

Bank reconciliations

Send monthly statements & follow up debtors

General Committee

Agendas/Minutes/Meeting preparations

Take Minutes at General Committee meetings & distribute

Membership

-Applications/Renewals

-YA database

Van

Retrieve from storage

Organise maintenance

Racing

Documentation

Liaising with host clubs/Port of Melbourne Corporation/AMSA etc

TopYacht race entries

Race documentation compliance

Emergency Response Plan

Van transport (Tasmania)

Training

Event bookings & Catering

Registration

Course work printing and distribution

Managing volunteers for courses

Managing servicing and storage of equipment

Annual General Meeting & Presentation

Organise venue & catering

Documentation

Miscellaneous

General office cleaning

Trophy engraving –maintaining historical records/trophies/OR of the year

The office is administered by two part time employees.

Computer: MYOB, Microsoft, TopYacht

Self-motivater, organised, good communication skills

Job has peaks and troughs as organisation is event driven. Therefore, flexibilityuseful.