



## ADMINISTRATIVE SUPPORT

IAASA is a growing, dynamic Association experiencing rapid expansion and an ever increasing membership and calendar of events and activities.

We are seeking volunteers who can lend support in Administration. This is an excellent opportunity for a self-starter who wants to use and develop their skills for future employment in an environment that offers flexibility and the ability to upskill.

Ideally, you will have administration experience although it is not essential. You are passionate about building relationships with others. You will also be an exceptional communicator on all levels, possess good organisational skills and have a strong work ethic.

- Main duties include:
- Data entry / Updating information
- Adhoc Administration duties where needed
- Scheduling board meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of supplies
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new volunteers and members to the organisation
- Writing and issuing emails to teams and members on behalf of committee members and portfolio leaders
- Organising meet and greet events and orientation days for new volunteers including handbooks, facilitators, catering, set up etc...
- Finding ways to improve administrative processes and making recommendations to the Board.