



Available Sydney Candidates – October 2011

Please find below details of candidates who have interviewed with NGO Recruitment and are actively seeking temp, contract and perm opportunities in the Not for Profit sector.

If you would like more information about any of the candidates listed above, please contact **Paula Baxter** or **Narmie Veerasingam** on **02 8243 0570**

CEO / CFO

Candidate 1

Experience

1143539

A doctorate qualified and published CEO with over twelve years experience in local government. Proven leadership skills in community development, financial strategy, policy development and urban planning. Seeking a permanent position.

Candidate 2

Experience

1131776

Degree qualified CEO experienced in a number of leadership roles across the community services, early learning and not-for profit sectors. Seeking a permanent position.

Candidate 3

Experience

1072636

Consultative team oriented CEO with eight years experience in the not-for-profit sector. Proven skills in research based strategy, community development and achieving high performance growth. Seeking a permanent role.

Marketing / Events/ Communications

Candidate 4

Experience

1141271

A highly motivated individual wishing to develop a career in the charity sector. Experience includes project management, creative copy writing for websites, events management and team leadership.

Candidate 5

Experience

1134140

An accomplished professional development specialist with a substantial track record in driving professional development across the not-for-profit sector. Proven skills in membership management, training, strategic planning and market research. Seeking a permanent role.



Candidate 6
Experience **1141566**
An experienced marketing assistant with demonstrated skills in administration, event coordination, fundraising and sponsorship. Seeking a permanent role within marketing or events coordination.

Candidate 7
Experience **1141389**
This marketing and community support professional has extensive experience in brand marketing, events management, translation and interpreting. Tertiary qualified with a solid administration background. Seeking a full or part time role within marketing.

Candidate 8
Experience **1143945**
A degree qualified writer with more than twenty years diverse marketing, communications and public relations experience within charity organisations.

Accounts/Finance

Candidate 9
Experience **1142997**
A hands on all around financial accountant with over five years experience in reconciliations, month end reporting, SAP, MYOB, QuickBooks, HR3, MARINGO, project management, payroll, project costing, coding, invoicing, analysis and reconciliations. Seeking a contract or permanent role.

Candidate 10
Experience **1143558**
An accounts payable, receivable and payroll professional with over 15 years experience in finance using programs such as MYOB, Talent2, Alesco, Oracle, Accpac, Financeone, Garradin and IMS Payroll. Seeking a temp, contract or permanent role.

Reception / Administration

Candidate 11
Experience **111769**
An office manager with events and project management experience and a solid background working for not for profit organisations. Advanced PC skills. Seeking a part time temp or permanent role.

Candidate 12
Experience **1123727**
An office manager and administrator with experience in reception, marketing coordination, financial management and healthcare. Seeking a contract or part time role.



Candidate 13 **1130527**
Experience An experienced office administrator degree qualified with a passion for volunteer work in the not for profit sector. This candidate also has online marketing and social media experience and is seeking a permanent, temp or contract role.

Candidate 14 **1140620**
Experience Degree qualified with experience in reception, administration and youth and family support. This candidate also gained experience in co-facilitating supported playgroups with parents and their children. Seeking a contract or full time role.

Candidate 15 **1137512**
Experience This candidate has managed their own business and has experience in the following areas; reception, administration, legal and TV. Seeking a part time role.

Candidate 16 **1141720**
Experience This candidate comes from a banking and loans background with experience in customer service, account management and sales. Degree qualified seeking a multifaceted role within a forward-thinking company.

Personal Assistant/Executive Assistant

Candidate 17 **1141939**
Experience An EA with over twelve years experience across multiple industries. Skills include extensive diary management, support at director level, administration and HR management. Seeking a contract or full time role.

Candidate 18 **1141948**
Experience An EA within the not for profit sector with experience in strategic planning, project and diary management. Seeking a contract permanent role.

Human Resources

Candidate 19 **1139721**
Experience A human resource specialist with substantial change management, substantial change management, generalist, and employment relations experience. Degree qualified



Raisers Edge Experience

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| Candidate 20
Experience | 1127227
Double degree qualified with marketing, fundraising, donor processing and data management experience. Also strong skills in policy writing, grant proposal submissions and donor processing. Seeking a full time or contract role. |
| Candidate 21
Experience | 1142510
A marketing and fundraising assistant with experience in database management, project management, proposal writing, international aid and public speaking. Seeking a contract or full time role. |
| Candidate 22
Experience | 1140861
A business analyst consultant and trainer with additional experience in planning infrastructures, and project management. Seeking a contract or full time role. |

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