

## support services coordinator & ea to ceo



- **Modern office with natural light and tree top views**
- **\$55k pkg + 17.5% holiday loading + annual review**
- **35 hr week - some flexibility**

Animal Welfare League (NSW) is Australia's second largest animal welfare charity and a leader in animal welfare issues. The League operates 14 volunteer branches and 2 shelters including a first class environmentally-friendly facility, and a new commercial and welfare vet clinic is planned to open in September.

This newly-created NSW branch role provides EA support to the busy CEO who travels frequently, as well as responsibility for branch and support services administration. Tasks include coordination of merchandising, coordination of volunteer inductions, administration of OH&S, database administration and assisting with events logistics.

You have at least three years relevant experience and can demonstrate your superior communication and coordination skills. Experience creating correspondence and meeting minutes is preferred.

**If you want to contribute to improving animal welfare please email your resume to [cv@ngorecruitment.com](mailto:cv@ngorecruitment.com) or contact Shiree Thomas on 02 8243 0570 to express your interest.**

