

# **POSITION VACANT**

## **SKILLED ALL-ROUNDER REQUIRED FOR BUSY POSITION AT THE GENERAL SERVICE OFFICE OF AA AUSTRALIA**

**This position will be available from Monday 12<sup>th</sup> April 2021 and office hours are from 8.30am – 4.30pm. The office is located in Arncliffe, NSW.**

### **A three months trial period will apply to this position**

The General Service Office is very busy (often hectic) with many deadlines to work to throughout the year.

The successful applicant will need to be self –motivated, flexible, energetic, organised and able to remain calm and focused during frequent hectic periods. A sense of humour and cheerful disposition is a definite advantage.

A minimum of two years sobriety is recommended. It is also an advantage to have your own transport.

The successful applicant also needs to have a good knowledge of the Traditions and Concepts and the General Service Structure. Information on the General Service Structure can be found in our Service Manual.

Duties are varied and include:

- Packing/despatching literature orders and maintaining accurate stores records.
- Financial accounting tasks (bank reconciliations, recording etc). Experience with Xero is a definite advantage.
- Operating electronic recording equipment.
- Preparing quarterly newsletter.
- Responding to queries from individuals, groups, Districts and Areas, as well as the general public and professionals.
- General office duties.
- Hosting Zoom meetings
- Attending all Board meetings (February, July and November)
- Attend all General Service Conferences – take accurate committee Minutes, prepare reports. (November)
- Attend all National Conventions, usually held every Easter.
- Also be available to attend other AA functions as required.

Commencing salary \$55,000 with annual review.

Interviews will be held week commencing Monday 22<sup>nd</sup> March 2021.

**Please send your application for the position by email to [gso@aa.org.au](mailto:gso@aa.org.au) by no later than Thursday 18<sup>th</sup> March.**