

WEBSITE DETAILS

National Saleyards Quality Assurance Inc.

EXECUTIVE OFFICER

Due to the pending retirement of the current Executive Officer, NSQA wishes to appoint a person to the role from 1 February, 2018

This contract position is a part-time position of irregular hours quite suited for a 'work from home' situation

The successful applicant will value ethics, integrity and good governance.

Other requirements for the role include:

- Strong inter-personal communication skills.
- Ability to provide an office facility for NSQA Inc. equipped with computer, photocopier, mobile telephone and incidental office equipment and consumables.
- Ability to provide secretarial and administrative services to the Committee.
- Demonstrated understanding of and experience in the operation of livestock markets/saleyards
- Demonstrated skills in Information Technology, Records Management and web site management including management of the NSQA Website.
- Demonstrated abilities in budgeting, financial management and management planning.
- A strong commitment to, and experience in Work Health and Safety Management.

The remuneration package will reflect both fee for service and cost offset for provision of office requirements. Applicants are requested to express their expectations in this regard when applying.

A full Position Description is available from the NSQA web site.

Applications close 30 November 2017.

Contact the President, Mr Ian O'Loan OAM for further details 0417 819 606