

## Show Secretary Position

We are looking for someone to be the new Face of the Forbes Show

This position involves being able to organise and assist to run the Forbes Show.

You will need to communicate with many different people and issues. You will be the point of call for all enquiries, for Show and out of Show Time.

### Requirements:

Able to take minutes and organise Committee meetings

Computer knowledge – Microsoft suites

Book keeping experience (Xero) would be an advantage but not essential

Friendly disposition

Good phone manner

Time Management skills

The position is part time except for August and September. We have 10 monthly Committee meetings per year on the third Tuesday of the month commencing in January.

You would be required to attend the office every Tuesday from beginning of April from 9-30 to 3-30

In the lead up to April, you will need to come into the office to keep on top of things.

There will be times when you will need to come into office outside of these hours.

August & September you will be required to work Monday to Friday 9-30 to 3-30 and during Show Week the hours will be more.

The pay is \$1000-00 per calendar month and in the two busy months it is \$2000 per month - \$14000pa.

This can be a very busy position at times, and it would work to your advantage to have the office phone put through to your mobile or home phone to keep on top of things.

If you feel you are the right person for this position please send email to [forbesshow@gmail.com](mailto:forbesshow@gmail.com) with your resume and any other questions.