



Cranbourne Greyhound Racing Club
Administration Assistant
/ Bookkeeper

(Casual)

- rewarding position - vibrant industry -

The Cranbourne Greyhound Racing Club has an opportunity for a competent Administration Assistant / Bookkeeper to join our team.

This position is on a casual basis of a minimum 28 hours per week usually between Monday and Friday with occasional additional hours at weekend race meetings.

Experiences with MYOB, Bookkeeping and Microsoft skills are essential, and knowledge of general office procedures is required. Knowledge of the greyhound industry would be an advantage but is not essential.

This is a fantastic opportunity to become part of the vibrant industry of greyhound racing.

To apply for this position, a covering letter and resume, marked "Private and Confidential" should be sent to –

Tony Wright

Cranbourne Greyhound Racing Club

PO Box 55, Cranbourne VIC 3977

Or email twright@grv.org.au

Applications close 12 noon on Friday 15 August 2014

For further information in regard to this role, please contact the Club CEO, Tony Wright on (03) 5996 2393 or via email twright@grv.or.au

The Cranbourne Greyhound Racing Club is an Equal Opportunity Employer
Applicants required to have the right to work in Australia