



Competitions Manager

Diamond Valley Basketball Association

Full Time
Greensborough, VIC, Australia

Diamond Valley Basketball Association is looking for an experienced office administrator to work in a lively, dynamic basketball association managing the Junior and Senior Domestic Leagues.

JOB DESCRIPTION

An excellent opportunity exists for an experienced office administrator to work in a lively, dynamic basketball association. We are looking for someone with preferably at least 3 years' experience to manage our thriving NJBL and NSBL Domestic basketball competitions. The role will suit someone who is well organized, is a great communicator, shows initiative and prides themselves on excellent customer service.

Key responsibilities will include:

- Fixturing NJBL and SJBL Domestic Competition's seasonal and finals games,
- Structuring court plans along with required administration,
- Communicate with domestic clubs and senior teams regarding registrations, payments, unplayed games and,
- SportsTG and Stadium Scoring administration

You will also be required to promote DVBA Camps and various programs, assist with general customer service and other DVBA events.

Key Attributes:

- Strong customer service orientation
- Excellent administrative skills
- Well organised
- Capacity to work flexible hours
- Ability to work independently and as part of a team
- High standard of computer and written skills
- Basketball knowledge

Selection Criteria

- Working with children check
- Relevant Tertiary Qualification
- Drivers License

Apply to:

Please email applications to ross@dvbasketball.com.au by **Wednesday 28th June 2017**.