Overview:

The Australian and New Zealand Society of Nephrology (ANZSN) is a not for profit Medical Society and is located at Level 7, 149 Macquarie Street in a building adjacent to the Royal Australasian College of Physicians (RACP). The office is shared with the Transplantation Society of Australia and New Zealand. The Administrative Officer reports to the Executive Officer (EO).

Office Management & Equipment:

- Responsibility for management of in-coming mail, phone, fax and email enquiries
- Maintenance of filing system
- Ordering all necessary office supplies
- Purchasing of office furniture, in consultation with the EO
- Responsible for computer maintenance and up-grades as necessary
- Liaise with technical support staff
- Responsibility for all hardware and software purchases following approval by EO and Office Bearers

Computer Skills:

- Competency in operating in a Microsoft Office environment
- Proficiency in switching between software e.g. QuickBooks, Access, Word, Excel, Contribute

Database and Membership:

- Maintenance of ANZSN database of over 900 members and ensuring that membership information is current and accurate
- Process new membership applications
- Process ANZSIN/ASDIN and ISN memberships and liaise with overseas associations re annual invoice

Subscriptions:

- Preparation of annual subscription notices and reminders to members using online payments
- Chase payments and arrears
Responsibilities of ANZSN Administrative Officer

Council Meetings: Assist EO with preparation and other committees per below

Other Committees

- Arrange flights/ accommodation for those attending
- Organise either face-to-face meetings or teleconferences
- Take minutes and prepare them for distribution
- Send out COI form for new Council and committee members, yearly
- Update committee contact sheets

Newsletters:

- Liaise with HEO to compile items for inclusion with the Weekly Update and Annual Bulletin
- Organise and deal with requests for inserts with the newsletters

Website:

- Assist with updating material on the Website using Contribute and liaise with web provider 'Between Coffees' - Tony Malloy

Travel Awards and Fellowships:

- Collate and forward copies of applications for consideration by relevant council members/committees
- Send confirmation letters to successful applicants and obtain paperwork for EO for payment

Post Council Meetings:

- Send welcome letters and update ANZSN records

Other Duties:

- Undertake other duties as requested from time to time by the EO, HEO, President

Personal Attributes Required:

- A competent and friendly manner and telephone style
- Capacity to work independently within a structure that undergoes constant change and is almost always remote
- Confidence and ability to work unsupervised and to ask for additional assistance when required
- Judgement to determine scope and consequence of actions required
- Problem solving skills and initiative to ensure smooth running of organization
- Capacity to organise and prioritise work
- Demonstrate honesty, integrity and due diligence in the administration of the Society’s activities