



JOB APPLICATION FORM

Please complete this form and return it to WAM along with a covering letter, current resume and separate document addressing the specified Selection Criteria outlined in the Job Description.

| | |
|---|-------------------|
| First Name: | |
| Surname: | |
| Address: | |
| Suburb: | Post Code: |
| Phone: | |
| Email: | |
| Position Applied For: Administrative Assistant | |

Application

Please present a **one page biography** of your relevant experience, and a **one page statement** addressing what you see as your main strengths as they apply to this role as well as why the role is of interest to you. Please take the following Position Description and the selection criteria into account.

Please address applications to The Business Manager and mail to:

The West Australian Music Industry Association Inc.
PO Box 171 NORTHBRIDGE WA 6865 .

Or email to:

mike@wam.asn.au

Faxed applications will not be accepted.

The closing date for applications is 5pm Friday February 29th 2008.

Position Description – Administrative Assistant

Current as at 18/2/08

Full time - 37.5hrs/ week

Starting Salary - on application

Reports to: Business Manager

WAM is the peak body for contemporary music in WA, with the mission "...to develop the Western Australian contemporary music industry". WAM is a not-for-profit membership based organisation.

This position is required to:

- Provide administrative support to all staff under the supervision of the Business Manager.
- Acts as first point of contact for all phonecalls and visitors to WAM's premises, answering simple inquiries or directing to the appropriate officer.
- Ensure main office and utility areas are kept in a clean and tidy state.
- Ensure office consumables are kept in stock and office equipment is in good working order.
- Execute data entry, filing, and maintenance of CD Library
- Undertake other day to day general office duties as required.

Selection Criteria

The following criteria will be considered in the recruitment process.

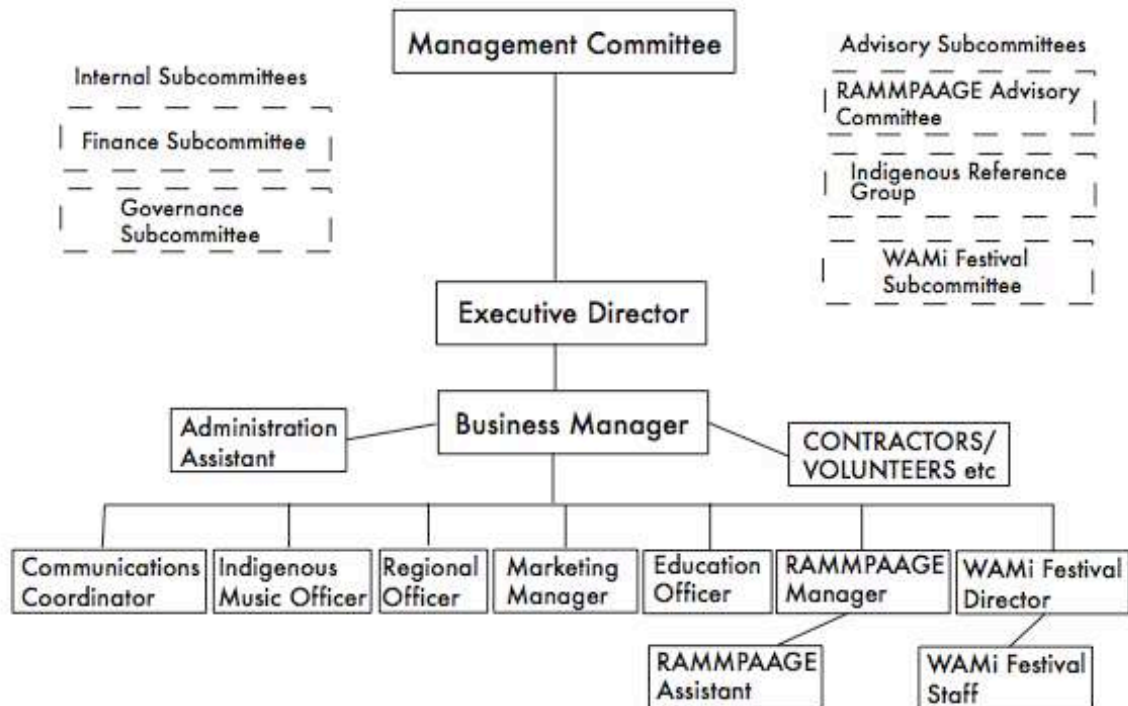
Essential

- Excellent phone manner
- Good oral, written and general interpersonal skills
- Highly competent computer skills, including proficiency in MS Office and experience with databases, spreadsheets and word-processing.
- Good organisational and administrative skills
- Sound knowledge of general office procedures
- Ability to manage conflicting priorities
- Ability to work in a team environment
- Ability to meet deadlines

Desirable

- Experience in similar positions
- Completed Yr 12, or substantial equivalent experience
- Knowledge of and passion for the contemporary music industry
- Experience in the administration of significant events
- Experience with computerised accounting systems
- Experience in not-for-profit, membership based organisations
- 'C' Class WA driver's licence
- Familiar with Macintosh operating systems.

WAM Organisation Structure



WAM's Activities

WAM seeks to achieve its mission through delivery of activities across a range of program areas, namely:

- Advocacy
- Industry Development
 - o Events
 - o International Strategy
 - o Regional Support
 - o Compilations
- Communication and Marketing
 - o Website/ Database
 - o Information Services
 - o Publicity
 - o Marketing
- Indigenous Strategy
- Projects
 - o RAMMPAAGE (All Ages Event Funding Program)
 - o Schools Program
- Management and Administration
 - o Human Resources
 - o Facilities Resources
 - o Management Committee
 - o Financial Planning and Management