



## **IRF General Administrative Secretary**

The International Rafting Federation is looking for someone to take on various administrative tasks within the organisation.

### **Job Description:**

- Handling the IRF's main email account
- Managing IRF documentation
- Working with various IRF representatives on communications tasks
- Assisting with international relations communications
- Assisting various IRF representatives where needed
- Handling member applications and member updates
- Invoicing members
- Assisting with the management of event bidding and working with the relevant IRF people and organisers on requirements
- Reminding IRF persons of upcoming tasks and their due dates

### **The minimum requirements are:**

- A good understanding of the raft racing world as well as rafting in general
- Good written and spoken English
- Able to use Microsoft Word and Excel, as well as work on Google Drive (sheets, etc)
- Able to check and react to IRF emails regularly
- Have access to good Wi-Fi and a computer
- Bonus requirements: ability to work on websites, book keeping

**Working hours:** This is a part time job that will vary considerably. There will be very quiet times (10 mins every other day, checking emails), and then extremely busy times (a few hours a day).

Remuneration will be discussed further into the application process. There will be a 3 month probation period.

Please send CVs to: [admin@internationalrafting.com](mailto:admin@internationalrafting.com)