

## Role Summary & Terms

**Job Title:** Administration Assistant

**Summary:** The Administration Assistant is responsible for executing administrative processes and maintaining effective records on behalf of Swiss Netball.

### Key Tasks:

- Owns and manages the [admin@swissnetball.ch](mailto:admin@swissnetball.ch) mailbox, directing queries to the correct area of responsibility within Swiss Netball
- Sets Committee meetings as per requirements
- Manages the agenda of Committee meetings
- Minutes Committee meetings, circulating notes in good time
- Maintains and manages the archive of Committee and General Assembly documentation
- Coordinates the Committee administrative processes and maintains centralised records, for example member contact details, policies, procedures etc.

### Qualifications/ Skills:

- Exceptional administration and organisation skills
- Excellent people skills with experience collaborating in a diverse and dynamic team
- Ability to apply reflective practice to seek continuous improvement
- Prior experience of working in a non-profit organisation is a plus
- Knowledge of Netball either as a player, coach or umpire is a plus

### Time Commitment:

Virtual attendance at monthly committee and operational meetings per year and the AGA. In addition, (in person) attendance at such other Swiss Netball events as may be required to represent the Committee and Swiss Netball.

Approximate time required per week: Minimum 4-6 hours.

The position is for a 2-year period.

### Key Relationships:

General Secretary

President

Finance Director



Operations

Membership Liaison

Growth

Communications

National Squad Liaison

Swiss Netball Members