



## Situation Vacant

### **Executive Officer – West Australian Bridge Club**

The West Australian Bridge Club is situated in a coastal regional park in Swanbourne, in metropolitan Perth. The club rooms are modern, purpose built, with bar facilities, a library, executive office and director's office. The Club is a not-for-profit organisation which offers competitive bridge sessions nine times a week with dedicated paid directors at each session. Membership numbers are in excess of 900.

The Executive Officer has a key role in the day to day management of the club and must have the necessary qualifications and/or experience to run the club's operations successfully and cost effectively.

This position is part time, approximately 25 hours per week, and offers an attractive salary, with flexibility in work hours. A knowledge of the game of bridge would be an advantage.

This is an opportunity to work in a pleasant environment within a club where members enjoy the competitive game of bridge, and social interaction that goes with it.

A sound knowledge of financial management is essential, as well as excellent communication skills and the ability to work with the Management Committee.

A Job Description, or for any queries, please email [sylviabray27@gmail.com](mailto:sylviabray27@gmail.com)

Applications close on Wednesday 31 August 2022.

Sylvia Bray  
Secretary  
West Australian Bridge Club

