

Job opportunity: Data Entry – Donations and Database

Organisational profile

The Fred Hollows Foundation (FHF) is a non-government development organisation which seeks to eradicate avoidable blindness in developing countries and improve the health of Indigenous Australians.

Job summary

The Data Entry – Donations and Database is responsible for the processing of gifts from various sources eg: cash, online, fundraising events, See The World and providing excellent levels of supporter servicing. This permanent full time position is supervised by the Senior Coordinator – Donations and Database.

Location

This position will be based in the Sydney offices of The Foundation.

Applications should –

- Include a resume outlining summary of qualifications and experience.
- Provide the names and positions of two work related referees to whom you have reported to.

Selection Criteria

To be successful in this role, you must have:

- Demonstrated high speed and accurate data entry skills - Raisers Edge experience highly regarded
- Ability to provide excellent supporter servicing
- Demonstrated ability to work under pressure, particularly during peak campaign periods
- Competency in MS office
- Ability to trouble shoot and problem solve
- Willingness to work flexibly & co-operatively in a team environment

Remuneration

Salary package of up to \$51,868 (inclusive of up to \$42,000 base salary, leave loading, superannuation, tax free fringe benefit option) depending on experience.

Application process

For further details go to www.hollows.org.au/employment or call **Helen Tran** on **(02) 8741 1900**. Send applications to employment@hollows.org or fax to **(02) 8741 1999**

Note that this role has been readvertised. Kindly don't reapply if you have previously submitted an application.