



Australian National Kennel Council Ltd ABN 77 151 544 679 trading as Dogs Australia

PROFESSIONAL ADMINISTRATOR (Salary Package \$90,000 to \$120,000)

Dogs Australia is a not-for-profit organisation advocating for the preservation of purebred dogs through ethical breeding. It champions the highest standard of animal welfare through education and fostering dog-loving communities. Internationally recognised and established in 1958 as the Australian National Kennel Council (ANKC), the organisation promotes responsible dog ownership; maintains the ORCHID* heritable canine diseases database; funds research into canine diseases; and supports state and territory-based member bodies. Dogs Australia promotes breed conformation shows and community sports for dogs that fulfil a breed's natural instincts.

Dogs Australia was formed in 1958 and has been in existence continuously since that date. It became a Company limited by guarantee in 2011. Its shareholders are the Incorporated State Bodies in each State and Territory. It is in a very sound financial position.

This is a multifaceted full-time position and requires a sound administration background. You will need to demonstrate your ability to carry out the requirements of the position –

- At least 5 years' experience in administrative procedures including staff supervision.
- Excellent keyboard skills and accuracy is essential.
- Excellent communication skills are required along with experience and or knowledge of Board meetings and minutes.
- Knowledge or experience of working within a Non-Profit Association with a constitution and regulations should be provided but is not essential.
- Computer literate with a sound advanced understanding of Microsoft Office Suite and Reckon which whilst being well regarded is not essential. Knowledge of Xero Payroll.
- Supervise two part-time employees/contractors remotely if necessary.
- Attention to detail and problem-solving skills. Accuracy in your work is essential to this position.
- Be a self-starter who possesses a professional work ethic and shows initiative.
- We are seeking a multi skilled professional able to form good working relationships with our State Member Bodies
- Be able to work autonomously whilst still remaining part of a diverse team.

The office will be located in the State/Territory where the successful applicant resides. Dogs Australia would consider an arrangement where the Administrator permanently "worked from home". If you are proposing this arrangement, you would be required to demonstrate that you have a suitable secure working area with sufficient storage space. A fast and reliable internet connection would also be required.

Remuneration will be negotiated based on the applicant's qualifications and experience.

Initial interviews will be via zoom video conferencing.

Applicants must have the right to work in Australia and pass standard pre-employment checks.

To be considered for this role, please ensure you send a brief covering letter with your two page resume and a Microsoft word document of no more than 600 words advising why you feel you are suitable for this role to the Dogs Australia Administrator, email address: adminsupport@dogsaustralia.org.au.

Applications close 24 November 2025.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.