

VACANCY



Cape Breeders Club

The Cape Breeders Club is looking for a secretary with knowledge and previous experience of book-keeping for a half day position.

The Position Requires:

- Completion of all financials to submit to the auditors
- General computing skills with a good knowledge of Excel, Word and Outlook
- Good verbal and written communication skills in English
- Take and process minutes efficiently
- Need to be honest, self motivated and be able to work alone
- An understanding of Social media and website management
- Have a driving licence and own car
- Flexi hours do apply

Closing date for applications is Friday 13th March

CV's to be sent to Vaughan Köster
vaughan@cheveleystud.com/ 082 446 8999