



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

**Position:** Judges & Shows Administration Specialist

**Location:** Work from home

**Job Type:** Part-time permanent, 24 hours per week

**Supervisor/Manager:** ANKC Administrator

The position is varied and requires a sound administrative background. You will need the following to secure this position:

- The applicant must be an experienced conformation judge.
- Excellent keyboard skills, accuracy, attention to detail, meticulous record keeping and problem-solving skills are all essential qualities.
- A good understanding of the English language both verbal and written including cohesive & skilful letter writing skills.
- Computer savvy with a sound understanding of Microsoft Office (Word, Excel, Outlook) and entry into databases.
- Be a self-starter who possesses a professional work ethic and shows initiative and can work autonomously.
- Ability to maintain professional relationships with all stakeholders.

Initial interviews will be held by phone with short listed applicants then required to attend an online formal interview.

Applicants must be an Australian Citizen and pass standard pre-employment checks.

A position description can be found at Attachment A.

To be considered for this role, please ensure you send a covering letter advising why you feel you are suited for this role along with your resume to [eford@dogsaustralia.org.au](mailto:eford@dogsaustralia.org.au).

**Applications close COB 18 March 2026.**

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