



Official Website  
www.outerlimitsadventure.com.au

## EMPLOYMENT OPPORTUNITY – ADMINISTRATION ASSISTANT

Outer Limits Adventure Fitness is a recognised leader in the outdoor recreation industry. We are passionate about adventure and the outdoors and aim to instil that same love into the next generation by providing challenging, memorable and safe day activities and camp experiences. We also specialise in and run large-scale sporting events throughout Queensland.

We have an opening for the right person to join our team, **commencing in February 2024** with training to be held during the week beginning **12 February 2024**.

Outer Limits is looking for someone to provide administrative and event support to our administration manager. You will require a high level of initiative and enthusiasm including well developed communication skills to manage numerous priorities that will enable the successful delivery of our events and camp programs.

What we offer:

- Full job-specific training (including additional training opportunities for the right candidate);
- The opportunity to get paid while working from home or anywhere else that is suitable to work with a laptop;
- Office space can be provided if required;
- Flexible work hours, as long as deadlines are met;
- Additional opportunities for the right candidate to also be involved in facilitating/assisting with outdoor recreation programs.

Key responsibilities of the position include, but are not limited to:

- Produce engaging content for various platforms on a regular basis;
- Update website content (experience with WordPress is desirable);
- Compose newsletter emails using our Mailchimp platform;
- Assist with event administration, which may include logistics, event timing, marketing, basic graphic design of flyers/posters;
- Assist with event delivery on event weekend;
- Establish and maintain strong relationships with sponsors and partners;
- Assist with creating and updating itineraries and logistic plans for camp programs (experience with Microsoft Word and Excel is essential).

Key selection criteria: (\* denotes a mandatory requirement)

- Exceptional organisational skills\*;
- Exceptional time management skills to meet deadlines\*;
- Attention to detail\*;
- Great literacy and numeracy skills\*;
- Great communication and interpersonal skills\*;
- Demonstrate ability to work independently and as part of a team\*;
- Demonstrate experience, creating, updating and maintaining web content and social media posts;
- Experience in the use of standard application software such as Microsoft Office, including Excel\*;
- Proficient use and understanding of TryBooking and Canva are highly desired;
- Marketing, Communications and/or Event Management background highly desirable;
- QLD Driver's License and own transport\*;
- QLD Blue Card - If you do not hold a Blue Card you can apply [here](#)\*.

 **Phone**  
0421 484 211

 **Email**  
info@outerlimitsadventure.com.au



**Official Website**

[www.outerlimitsadventure.com.au](http://www.outerlimitsadventure.com.au)

**Additional Requirements:**

- Occasional local travel for events or meetings;
- Flexible work location, including but not limited to Outer Limits Adventure Centre premises in Paluma and work-from-home options, including negotiable work hours.

**Other Benefits:**

- **Staff Discounts:** Our team enjoys discounts on outdoor products available from Sea to Summit, Kathmandu and Equipped Outdoors;
- Usage of Outer Limits' outdoor equipment and facilities;
- **Supportive Work Environment:** We are committed to creating a supportive and collaborative workplace, where every team member's contribution is valued and recognised.

If you would like to apply, please send your resume and a cover letter addressing the key selection criteria to: [info@outerlimitsadventure.com.au](mailto:info@outerlimitsadventure.com.au).



**Phone**  
0421 484 211



**Email**  
[info@outerlimitsadventure.com.au](mailto:info@outerlimitsadventure.com.au)