



**The Fred Hollows
Foundation**

Data Entry – Donations and Database

***Join us today, and help The Foundation restore sight and
change lives***

The Fred Hollows Foundation is an agent for development; we focus on blindness prevention and Australian Indigenous health. The Fred Hollows Foundation's (FHF) fundraising has grown significantly in the last 3 years, and we are now looking for new staff to join our award winning team.

We are seeking a committed data entry professional with outstanding supporter services skills to be part of our Sydney based Donations and Database team.

To be successful in this role you will 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

Application process

For further details go to www.hollows.org.au/employment or call **Helen Nguy** on **(02) 8741 1900**. Provide 2 current work referees details, resume and cover letter to employment@hollows.org or fax to **(02) 8741 1999**.

Indigenous Australians are encouraged to apply for this position.