



Catholic Education Sandhurst Limited

Diocese of Sandhurst

ADMINISTRATION SUPPORT Languages and EAL

Are you passionate about languages and multicultural education? Do you have excellent communication and organisational skills?

Catholic Education Sandhurst Ltd (CES) has an exciting opportunity for a fixed term part time 0.3 FTE Administration Support to join the Languages and EAL team. The Administration Support is responsible for completing any administration required related to events, functions, conferences and programs for Languages and EAL

We can offer you:

- The opportunity to work with a friendly and collaborative team.
- Generous leave provisions.
- Flexible work arrangements.
- \$33.90 per hour plus Superannuation.

You will have:

- Demonstrated high level customer service skills.
- Well-developed administration, communication and organisational skills.
- Experience in event administration.
- A current unrestricted Australian Drivers Licence.

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese and is based across Bendigo, Tatura, and Wangaratta.

We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

**Closing Date for Applications:
5.00 pm Wednesday 14 February 2024**

**For more details about the role please download the position description from
www.ceosand.catholic.edu.au**

**Please email your cover letter, resume and your responses to the key selection criteria to
recruitment@ceosand.catholic.edu.au**

**CES Ltd embraces diversity and social inclusion
and encourages people from diverse backgrounds to apply.**

We are committed to promoting the safety, wellbeing, and inclusion of all children.