



# Catholic Education Sandhurst Limited

## Diocese of Sandhurst

### **ADMINISTRATION ASSISTANT** **CATHOLIC MISSION, LEARNING AND TEACHING**

***Are you an adept Administration Assistant with a passion for supporting executive leadership and a large team?***

Catholic Education Sandhurst Ltd (CES Ltd) has an exciting opportunity for an ongoing 1.0 FTE to join the Bendigo CES office team. The Administration Assistant is responsible for providing administrative support to the executive leadership team allocated to them. This includes but is not limited to managing diaries, preparing meeting agendas and recording and transcribing minutes of meetings and following up actions, supporting projects and programs of work within the team, and preparing reports, resources and other documentation as required.

The candidate will have strong experience in administration, be well organised and detail focused and have excellent written and verbal communication skills.

**We can offer you:**

- The opportunity to work with a friendly and collaborative team.
- Hybrid working arrangements.
- Generous leave provisions.
- \$78,867 plus 11.5 % Superannuation.

**You will have:**

- Demonstrated high level customer service skills.
- Well-developed administration, communication, and organisational skills.
- Demonstrated experience supporting a large team and executive leader.
- A current unrestricted Australian Drivers Licence.

The Catholic Education Sandhurst Office Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese 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 Sunday 17 March 2024**

**For more details about the role please download the position description from**  
**[www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au)**

**Please email your cover letter, resume and responses addressing**  
**the key selection criteria**  
**to [recruitment@ceosand.catholic.edu.au](mailto: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.**