



Catholic Education Sandhurst Limited

Diocese of Sandhurst

EXECUTIVE ASSISTANT

Are you an adept and meticulous individual with a knack for providing top-tier executive support? We are on the lookout for a highly organised Executive Assistant to seamlessly manage the operations at the core of our organisation.

Join us at Catholic Education Sandhurst Limited (CES Ltd) in Bendigo, where we're excited to offer a full-time Executive Assistant role (1.0 FTE) at our office.

Why choose us?

- Thrive in a collaborative and inclusive workplace culture.
- Be part of a community-focused working environment.
- Unlock opportunities for professional growth.
- Enjoy generous leave entitlements.

What you will bring:

- Prior experience supporting executive leadership with a keen sense of discretion.
- Proficiency in word processing and computer skills at an advanced level.
- Strong analytical and organisational capabilities.
- Demonstrated track record of delivering exceptional customer service with excellent communication skills.

The Catholic Education Sandhurst Office Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese. 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 Tuesday 2 April 2024**

For further insights into the role please download the position description from www.ceosand.catholic.edu.au

To apply, kindly submit your cover letter, resume, and responses to the key selection criteria to recruitment@ceosand.catholic.edu.au

CES Limited celebrates diversity and social inclusion, encouraging individuals from various backgrounds to apply. We are dedicated to fostering the safety, wellbeing, and inclusion of all children.