



Catholic Education Sandhurst Limited

Diocese of Sandhurst

ADMINISTRATION SUPPORT

Are you an exceptional Administration Support professional ready to be the welcoming face of our Wangaratta office and provide essential support to our team?

Catholic Education Sandhurst Ltd (CES) has an exciting opportunity for an ongoing, part time (0.8 FTE) employee to join the Wangaratta Catholic Education Office team. The person will be responsible for the reception area of the Wangaratta office and providing general administration support to other office personnel.

This role also has an additional responsibility of administratively supporting the Principal Consultant team who work directly with our school leaders.

The candidate will have strong experience in reception and / or administration, be well organised, approachable, and have excellent written and verbal communication skills.

We can offer you:

- A welcoming and inclusive work environment.
- The opportunity to work with a professional and collaborative team.
- Generous leave provisions.
- Opportunities for professional development.
- \$33.90 per hour (plus 11 % Superannuation).

You will have:

- Demonstrated high level customer service skills.
- Experience in reception and/or administration.
- Excellent written and verbal communication and organisational skills, with a keen eye for detail.
- Warm and welcoming demeanour paired with a friendly attitude.

**Closing Date for Applications:
5.00 pm Friday 19 April 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.