



Catholic Education Sandhurst Limited

Diocese of Sandhurst

ADMINISTRATION ASSISTANT

Catholic Education Sandhurst Limited (CES Ltd) has an exciting part-time (0.8FTE) Administration Assistant ongoing opportunity available, to join the Strategy, Risk and Governance team.

Can be based in Bendigo, Wangaratta, or Tatura offices.

The Administration Assistant will be responsible for providing executive administrative support to the Chief Strategy, Risk & Governance Officer, coordination of meetings, including preparing agendas, distributing papers and minute taking held within the function, supporting team projects, records management, customer service, administration, and reception support.

We can offer you:

- A friendly and collaborative team to work with.
- Generous leave provisions.
- Remuneration of \$74-\$79K (pro rata for part-time) plus superannuation.

You will have:

- Certificate IV qualifications or above in a relevant field.
- Experience in working in an executive support or administrative role.
- Exceptional organisational skills with the ability to manage competing demands.
- High-quality word processing and computer skills with a high degree of proficiency in Microsoft suite and Google applications.
- Outstanding customer service and interpersonal skills.

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 Friday 18 November 2022

**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.