



Catholic Education Sandhurst Limited

Diocese of Sandhurst

ADMINISTRATION SUPPORT

Catholic Education Sandhurst Limited (CES Ltd) has an exciting opportunity for a 12-month fixed term (parental leave) Administration Support to join the CES Ltd office team.

The Administration Support is responsible for the front desk area of the office as well as providing general administration support to all staff within the Catholic Education Office, additionally you will be responsible to assist the Administration and Events Coordinator in planning and supporting CES Ltd events across the Sandhurst Diocese.

We can offer you:

- The opportunity to work with a friendly and collaborative team.
- Generous leave provisions. (6 weeks plus public holidays).
- Remuneration of \$65K 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 Monday 20 February 2023**

**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.