

Administration Officer

Thursday & Friday 8:30am - 3:30pm

Fixed term contract until 28 January 2024

Applications are invited for a part-time experienced Administration Officer.

Successful applicants must be able to demonstrate and address the following Key Selection Criteria:

- Extensive relevant administrative experience
- Excellent organisational and time management skills
- Excellent data entry skills, with a strong attention to detail
- Excellent oral and written communication skills
- Proven experience working in a team environment, in particular collaborating with others
- Experience in a school setting is desirable but not essential

The successful applicant will have a demonstrated commitment to Catholic Education and to the safety and wellbeing of children. The successful applicant will be subject to a Working with Children Check and National Police Check.

A detailed position description can be requested to Jenny Krueger -
jkrueger@smwodonga.catholic.edu.au.

To apply please provide a response to the above description and details of relevant qualifications, skills, experience and referee details via email to Jenny Krueger on jkrueger@smwodonga.catholic.edu.au.

**Applications close Monday
5th December at 9am**