



Position Vacant

Receptionist/Admin Assistant

Applications are sought for the position of Admin Assistant/Receptionist
at Vose Seminary (1.0 FTE)

This role is responsible for a variety of administrative functions, including front reception, to ensure a warm, efficient and professional administrative experience for staff, students and key stake holders. The successful person will be professional and friendly with strong interpersonal, IT and administrative skills.

Applicants should provide:

1. a covering letter
2. a current resume with at least three referees
3. a written response to each of the selection criteria below
4. a current Pastor's reference

Applicants are requested to provide responses to each of the following selection criteria:

Essential Criteria:

1. Strong, warm and professional 'front line' interpersonal skills and presentation.
2. High level attention to detail with excellent project and time management skills
3. Experience in administration and event management
4. High level IT skills including Office Suite and the ability to learn new systems quickly
5. The ability to carry out a wide variety of tasks and remain calm under pressure.
6. The ability to independently problem solve issues as they arise.

Desirable Criteria:

1. Experience maintaining websites and social media platforms
2. Experience in basic financial processes
3. Experience with PEMS (TAMS), Power Pro or Moodle

Applications close 4:30pm Friday 18th January 2019. Vose reserves the right to appoint this position prior to the closing date.

Please direct all enquiries and completed applications to: Kerry Puzey, Office & Property Manager

E: office@vose.edu.au

Vose Seminary

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