



Beaconhills College Little Beacons Administrative Assistant

Information about the job:

Our Little Beacon centre's requires a part-time Administrative Assistant to support and assist the centre through a busy time. The role is for 6 weeks initially, commencing Monday 9 July 2018, working from 1pm to 5pm Monday to Friday. The role attracts an hourly rate of \$30.48 including leave loading. There may be the possibility of ongoing work at the end of the contract.

The successful candidate must have excellent relationship skills, and must thrive on working as part of a team of dedicated professionals who operate in a busy, deadline-driven environment. You should have demonstrated awareness and understanding of electronic data and systems and have experience in Reception duties.

You should possess strong computer skills, especially a working knowledge of all Microsoft Office packages and demonstrated skill with databases. The successful person must possess flexibility to handle multiple tasks and the ability to prioritise their work, with professional attention to detail.

A full outline of the requirements of the role can be found in the position statement on the Employment page of the Beaconhills website.

Applications:

Please submit your application through the below link:

https://docs.google.com/forms/d/e/1FAIpQLSdD_no7PAs2lzUjAuU1adzOtd-3b0cjvN0Bk75un1nb7jIQ7A/viewform

This link is a Google Form and your responses will be sent through to the HR Department.

Applications close at 9am on Friday 29 June 2018.