



MINARET COLLEGE

Islamic College of Melbourne South and East

EMPLOYMENT OPPORTUNITY AT MINARET COLLEGE

Receptionist/Office Assistant

Minaret College is seeking a part time (2 days a week) Receptionist/Office Assistant to carry out administrative and reception duties to ensure the smooth running of the general office.

The ideal candidate will be experienced in handling a wide range of administrative related tasks and be able to effectively work within a team environment. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of a diverse team of people.

In order to be considered for this role, candidates should possess:

- Proven office administrative experience
- Excellent time management skills and the ability to multi-task and prioritise work
- Excellent communication skills, both written and verbal

This is a unique opportunity for a talented individual who is looking to continue to develop their career in a high performance and team-oriented culture.

Any applicants interested in this role, please forward your curriculum vitae and cover letter to hr@minaret.vic.edu.au.

Closing date: Friday 23 March 2018

