



EMPLOYMENT OPPORTUNITY AT MINARET COLLEGE

SECONDARY SCHOOL ADMINISTRATION ASSISTANT

Minaret College is seeking an experienced Administration Assistant to carry out administrative and support roles to ensure the smooth running of the Secondary School 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:

- 1-2 years of 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. Within the cover letter, applicants are advised to address the key selection criteria extracted from the job description which is available on the college's website.

Closing date: Monday 6th November 2017