RECEPTIONIST – BERWICK CAMPUS
(Full-time On-going)

An exciting opportunity exists to join the Administration staff at the Berwick Campus of our College. The College is currently a dynamic and vibrant multi campus Catholic Co-educational College, which serves the educational needs of approximately 1540 families in the outer south-eastern suburbs of Melbourne.

Applications are invited from experienced Receptionists/Typists for this challenging role. The successful applicant would be required to commence duties on Tuesday April 10, 2012.

The successful applicant will have:

- An understanding of, and commitment to, Catholic education.
- A proven record of success as a Receptionist/Typist with sound experience and highly developed interpersonal skills.
- Excellent secretarial and financial skills, including a sound knowledge of Microsoft packages.
- An eye for detail and accuracy.
- Ability to work as part of a team.
- Experience within a school environment would be highly regarded along with a working knowledge of the Administration Package SAS 2000.
- First Aid Certificate – Level 2 would be viewed favourably although training can be provided.
- A genuine love of learning and working with young people.
- A demonstrated capacity to meet all of the responsibilities of the Role Description.

A full role description is available for perusal.

Salary range: $40,542 to $47,288 depending on experience.

Applications, including the names of 3 referees, should be addressed to:

Miss Sonya Slocombe
Business Manager
St. Francis Xavier College
P O Box 85
BEACONSFIELD VIC 3807

or emailed to:

Miss Tess Noonan
Personal Assistant to the Business Manager
tnoonan@sfx.vic.edu.au

and must be received by 4.00pm Friday March 16, 2012.