



SCHOOL RECEPTION and ADMINISTRATION OFFICER FULL TIME ONGOING

We are seeking a full-time Administration Officer to join our dynamic and supportive team. As the welcoming face of our College, excellent communication skills, innovative approach and a professional, helpful manner is a must.

Our School Administration Officer provides support to our staff, students and families across the whole school community. The duties are interesting and varied and the working environment is busy and respectful. The position is ongoing and secure.

If you are interested in finding out more about this exciting opportunity, please email recruitment@mcm.vic.edu.au or visit our website, www.mcm.vic.edu.au for a full position description and details on how to apply.

Applications close 4pm, Monday 31st July

Marian College is a year 7-12 coeducational Catholic School. We are committed to Child Safe standards and promote the wellbeing and inclusion of all children.