

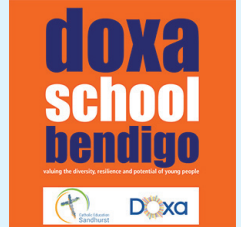
Catholic Education Sandhurst Limited

Diocese of Sandhurst

ADMINISTRATION OFFICER

Catholic Education Sandhurst Ltd (CES Ltd) is seeking a **Administration Officer** for a fixed term, part time position at **Doxa School, Bendigo**.

The Administration Officer at Doxa School Bendigo has a diverse role that involves a wide variety of clerical and administrative tasks which support the Principal, Staff, Students and Families of the Doxa School Community.



We can offer you:

- The opportunity to work with a friendly and collaborative team.
- An inclusive working environment.
- An opportunity to gain new skills in the education environment.

You will have:

- Demonstrated flexible and friendly attitude.
- Well-developed communication skills.
- Excellent customer service skills.

Closing Date for Applications:
4.00 pm Monday 19 June 2023

For more details about the role please download the position description from www.ceosand.catholic.edu.au under employment.

Please email your cover letter, resume and your responses to the key selection criteria to: principal@doxabendigo.catholic.edu.au

CES Ltd embraces diversity and social inclusion
and encourages people from diverse backgrounds to apply.

We are committed to promoting the safety, wellbeing, and inclusion of all children.