



The Catholic Schools Office, Diocese of Lismore is seeking applications from suitably qualified candidates for the position of:

Administration Assistant / Software Application Support (Full Time)

This full time role provides administrative and software application support to staff within the Learning Services team. The incumbent's tasks and responsibilities include (but aren't limited to):

- Assist key staff with administrative and organisational support, word processing, document formatting, telephone and material distribution;
- Assist with the coordination of conferences, workshops and meetings;
- Manage and support software applications and technology requirements (of staff and users) operating in a busy work environment;
- Organise travel and accommodation requirements;
- Prepare correspondence, spreadsheets and reports;
- Perform other duties from time to time as allocated by the Assistant Director;
- Ensure that Workplace Health and Safety is practised in the workplace.

Qualifications and Skills Required (Selection Criteria)

Essential:

- Qualifications in Business Administration or related field with relevant recent business administration experience and / or application support experience;
- Demonstrated competency in a range of Microsoft and Google applications, calendar management, database management, and communications technologies;
- Excellent interpersonal, verbal and written communication skills, including strong attention to detail;
- Demonstrated excellence in time management skills;
- Demonstrated ability to work as an effective team member;
- Demonstrated commitment to personal professional development;
- Working knowledge of WH&S and equity in employment and a demonstrated capacity to apply related principles and policies;
- Respect for the teachings of the Catholic Church and by conduct and lifestyle, ability to give witness to the Church's mission.

Desirable:

- Experience with helpdesk systems and software application support would be seen as an advantage;
- Data analysis and reporting skills with Business Intelligence Tools would be seen as an advantage;

HOW TO APPLY: please submit your full application including a current resume (including two current referees), and statement addressing the selection criteria to:

Recruitment – Catholic Schools Office
Email: recruitment@lism.catholic.edu.au

Applications Close: 3 pm Thursday, 14 June 2018

Child Protection legislation requires preferred applicants to be subject to employment screening.