



PYMBLE CATHOLIC PARISH
SACRED HEART & OUR LADY OF PERPETUAL SUCCOUR

Position Vacant

Parish Administrative Assistant

Part-time, 16 hours per week over 2 days (preferably Mondays - negotiable)

Can you see yourself as a welcoming face of the Pymble Catholic Parish?

The Parish is seeking an Administrative Assistant for our busy office. The role provides administrative support in the areas of visitor and telephone reception, communications, records and archives maintenance, general administration, meeting and event organisation, and compliance requirements. It is desirable that the Parish Administrative Assistant has the following knowledge, experience and qualifications:

Knowledge:

Essential:

- Comprehensive knowledge of office administration processes and procedures;
- proficient skills in contemporary computer applications including the Microsoft Office Suite;
- excellent word processing, telephone and diary management skills;
- well-developed oral and written communication skills;
- an understanding of the Catholic Church, its mission and the sensitivities and nuances of dealing with various stakeholders.

Desirable:

- An understanding of Parish communities;
- Working knowledge of the Catholic Diocese of Broken Bay and the ability to quickly become familiar with its policies and procedures.

Experience:

Essential:

- Experience working in an administrative role in an office;
- Experience working with minimal supervision while remaining a team player.

Desirable:

- Experience working with volunteers in a Christian environment.

Qualifications:

- Relevant qualifications in office administration or equivalent experience.

If this role interests you, please email a cover letter and CV to the Parish Office. For further information, phone the Parish Office (9144 2702) or email info@pymblecatholicparish.org.au

This role will be subject to a WWCC and National Police History Check.

Applications close: Monday, 1st April 2019