



OFFICE MANAGER

VIC/TAS STATE OFFICE, BELGRAVE HEIGHTS

2 DAYS PER WEEK, days negotiable.

Starting date: 17 July 2017

Christian Schools Australia is a national movement of independent faith-based schools with State Offices to support member schools, particularly in networking, communication, and events management.

The Victoria/Tasmania State office supports and serves 28 member school campuses.

The Office Manager provides administrative support, including events management, for the State Executive Officer.

Selection Criteria:

- It is an inherent requirement of the role that the Office Manager is a practicing Christian, in regular church attendance, able to articulate and support the distinctive Christian nature of CSA member schools.
- Experience in an administrative or P.A. role in a Christian school setting is desirable.
- Excellent Communication skills
- Proficient computer skills – Microsoft Office 365 software.
- Flexible attitude
- Experience in small office context.
- Experience in event management.

For a Position description and application form, please contact Ken Greenwood, Vic/Tas Executive Officer on kgreenwood@csa.edu.au

Applications close 4 pm, Thursday 18 May.