



Job Vacancy

- Receptionist / Administration Officer
- Kew
- 6 Month Fixed Term, Flexible hours
- Start immediate

Position Objective

To ensure that the operation of the 'front office' of the Centre is effective and underpinned by the application of efficient administrative skills and processes and that they welcome and client service provided reflects the essential values of the Campion CIS retreat Centre.

Position Specific Responsibilities

- Manage the day to day operations of all the areas of the reception
- Manage an efficient process for bookings and guest management
- Manage efficient administrative practices
- Provide support to the 'core business' of Campion CIS.

For a copy of the full position description please email, recruitment@sjasl.org.au. If you are interested in applying for this role please e-mail a covering letter and your resume to recruitment@sjasl.org.au.

Applications close 20/11/2017.