

# Australian Province of the Society of Jesus Campion CIS - Kew



## **Job Vacancy**

- Receptionist / Administration Officer
- 6 Month Fixed Term, Flexible hours
- Hourly rate \$24.44 plus superannuation
- Negotiable

Campion Centre of Ignatian Spirituality is a place of hospitality, rest, welcome and prayer. We offer programs and retreats which are steeped in the spirituality of Saint Ignatius of Loyola.

Campion offers retreats (individual and group), prayer and spiritual quiet times, and opportunities for taking time to reflect and pray within a supportive community. We warmly welcome all who seek a time of reflection, rest, spiritual conversation, contemplation and prayer, and in particular those seeking a deeper friendship with Jesus and a personal inner spiritual journey for engagement in the world.

### **The Role**

We are looking for a Receptionist/Administration Assistant to be the face and welcome to Campion. The successful applicants will need to ensure that the operation of the 'front office' of the Centre is effective, underpinned by the application of efficient administrative skills and processes. The client service provided reflects the essential values of the Campion CIS retreat Centre (Contemplative, Discerning, Respectful, Compassionate).

### **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.

### **About You**

To be successful in this role you will need to have experience in similar roles for minimum 2 years, be proficient with MSWord (word, excel, outlook) and MAC computers. Experience with Christian ministry or accommodation centre and File-Maker Pro database would be highly regarded.

For a copy of the full position description please email, [recruitment@sjasl.org.au](mailto: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](mailto:recruitment@sjasl.org.au).

Applications close 30/11/2018.