

**ADMINISTRATOR/RECEPTIONIST**  
**CAREY BAPTIST COLLEGE, PENROSE**

Part-time, permanent: 7.5 hours, (9-5pm on a Friday)

**KEY RESPONSIBILITIES**

**Academic Administration**

- Process all documents relating to internal and external course moderation
- Support the Senior Administrator in the management of adjunct/marketing contracts and payments
- Other academic administration processes as required

**Reception**

- Manage the reception of people to the building, including the counter and telephone.
- Sort and distribute mail and manage couriers
- Allocate and manage student duties
- Carry out afternoon lockup duties

**KEY COMPETENCIES AND SKILLS**

**ESSENTIAL**

- Proven experience in administration
- Competent and confident in the use of systems and technology
- Excellent organisational and planning capabilities
- Demonstrated ability to build good relationships
- Excellent verbal and written communication skills

**KEY ATTRIBUTES**

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community
- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour