



Position available

Administrative Assistant

Moriah College invites outstanding individuals to apply for the following position: **Administrative Assistant**. This is a **full time, permanent position** in the Primary School, during school term only.

An exciting opportunity has become available for an engaging, personable and organised individual to provide administration assistance to the Primary School wellbeing office and academic office.

Key Duties & Responsibilities:

- Demonstrate excellent time management skills and the ability to prioritise tasks while executing numerous concurrent tasks and projects
- Track and sustain tasks until completion, providing regular progress reports
- Maintain high levels of accuracy and precision in all written and verbal communications
- Assist the Heads of Year, Wellbeing and Academic teams in their roles
- Ad hoc administration when required

Experience Required:

- Demonstrated experience in an administrative setting and the ability to manage a multitude of tasks in a busy office.
- Excellent time management and organisational skills.
- Proficiency in computer literacy (in particular, Excel and mail-merging essential with database management skills preferable).
- The ability to take initiative and work to deadlines.
- The ability to multi-task, work collaboratively and manage competing demands.
- A strong understanding of the importance of discretion, as the role involves working with sensitive information.
- Demonstrated experience to work in a fast-paced environment.
- Excellent communication skills, both written and verbal.

All appointments will be based on merit selection without reference to the religion of applicants but an empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

Any offer of employment will be subject to background checks and child protection screening.

A valid Working with Children Check and proof of double vaccination + booster is essential.

Application process:

To apply for this position, you will need to be an Australian Citizen/Resident/have a current Australian Work Visa.

In your application, please include a cover letter, your CV and two referees and forward to jobs@moriah.nsw.edu.au

If you have any questions, please email jobs@moriah.nsw.edu.au

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning. Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results.