Moriah College
בית ספר הר המוריה
CELEBRATING **80 YEARS** 1943-2023 | 5703-5783

Position available

Administration Coordinator

Moriah College invites outstanding individuals to apply for the following position: **Administration Coordinator.** This is a **full time, permanent position in the High School.**

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

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 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. An empathy with the Modern Orthodox Jewish Day School ethos 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 full vaccination 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.