



Moriah College

בית ספר הר המוריה

Moriah College invites outstanding individuals to apply for the following full-time position:

COMMUNITY RELATIONS ADMINISTRATOR

We are seeking an astute, agile, and tech-savvy individual to administer all general system and data maintenance across the Enrolments & Engagement, Marketing and Communications teams.

As the key data integrator across the larger Engagement teams, you will primarily be responsible for administering and preparing all data importing using the College's Enrolments Management System and the College's School Management System to verify accuracy of data fields.

The successful applicant will be a highly discreet and confidential individual with excellent attention to detail and the highest levels of accuracy and precision in all written and verbal communication.

The successful applicant will have:

- At least 3-5 years' experience working with data and systems, preferably in a similar environment.
- Previous experience using the Synergetic School Management System (highly desirable).
- Previous experience working with CRM systems.
- Highly proficient in Microsoft Excel.
- Be process orientated and use own initiative to problem solve tasks.

All appointments will be based on merit selection without reference to the religion of applicants.

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

A valid Working with Children Check is essential.

APPLICATION PROCESS:

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

Visit www.moriah.nsw.edu.au for an Employment Application Form. The completed Application Form together with a letter of application, CV and two referees should be forwarded to: jobs@moriah.nsw.edu.au

Applications close at 4pm on Monday 3 January 2022

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