



Moriah College

בית ספר הר המוריה

Personal Assistant to the Head of High School

An opportunity has become available for an experienced Personal Assistant to join the College to support our Head of High School to deliver high quality, efficient operational activities while maintaining workflows in a fast paced and agile environment.

This role will provide confidential, high level administrative and secretarial support and clerical assistance to the Head of High School.

Your ability to build relationships, exercise critical judgement and a strong attention to detail will underpin your effectiveness in this role.

It will be an advantage if you can demonstrate:

- Strong attention to detail and high level of accuracy
- Experience working in a highly sensitive, confidential environment
- The ability to plan and organise workload and work tasks
- The ability to handle important correspondence concerning policies and procedures
- Working knowledge of administrative processes such as Synergetic / other
- Working knowledge of office administration and office coordination
- Strong working knowledge of Microsoft Office suite
- Previous experience in a personal or executive assistant role in a School setting is preferable, however not essential.

All appointments will be based on merit selection. An empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

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

APPLICATION PROCESS:

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

Apply via Seek or Visit www.moriah.nsw.edu.au to learn more about our recruitment application process.

Please note that only shortlisted candidates will be contacted.

No agencies please

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 sense of belonging"