



Moriah College
בית ספר הר המוריה



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

ADMINISTRATION ASSISTANT Primary School

An opportunity has become available for a strong Administration Assistant to join our Primary School on a full-time ongoing basis to work only during term time.

This position demands a confidential individual with a demonstrated capacity to show their initiative and discretion.

GENERAL SELECTION CRITERIA FOR ADMINISTRATION POSITION:

The successful applicant will have:

- Excellent organisational and administrative skills
- Strong working knowledge of Microsoft Office Suite (essential)
- Excellent communication skills, both written and verbal
- Excellent time management skills
- The ability to take initiative and work to deadlines
- The ability to deal with competing demands
- Demonstrated experience to work in a fast-paced environment

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.

Any offer of employment will be subject 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.

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

NO AGENCIES PLEASE

Please be advised only shortlisted candidates will be contacted.

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