



Moriah College
בית ספר הר המוריה

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

Primary School Receptionist Full-time, school term time only

An opportunity has become available for an enthusiastic, professional and customer service-oriented individual to join our Primary School reception team. This position is full-time from 8am – 4pm term time only.

The successful applicant will have:

- Demonstrated experience in an administrative setting and the ability to manage a multitude of tasks whilst on reception
- Excellent time management and organisational skills
- Strong computer skills
- Solid administration skills
- Outstanding communication skills, both written and verbal
- A strong understanding of the importance of discretion, as the role involves working with sensitive information
- A friendly and can do attitude

All appointments will be based on merit selection.

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

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 academic
results*