



Executive Assistant

Part Time (0.5 FTE) Permanent Position

Does investing into the growth and development of the next generation appeal to you? Then working for Adelaide Christian Schools may be perfect for you.

As the Executive Assistant you will provide secretarial support to the CEO and the school Boards, enabling you to use your God given gifts and talents to invest into our warm and welcoming community.

Adelaide Christian Schools is a group of nondenominational, coeducational schools that aims to provide training in Godly character and academics from a biblical perspective.

Key Responsibilities

- Executive support to the CEO
- Secretarial support to the school Boards and Committees
- Secretarial support to the Senior Management Team
- ACS policy database management
- ACS website and alumni management

Qualifications

- Possess an appropriate qualification in Governance or Administration or be willing to obtain one.
- Provide a DCSI Child Related Employment Screen or be willing to obtain one.

Requirements

- Able to demonstrate a high level of interpersonal and communication skills to successfully engage a range of stakeholders
- Ability to work as a member of a team
- Able to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.
- Be committed to Christ and able to demonstrate active church involvement
- Able to complete some out of hours work if necessary
- High level of proficiency in Apple Macs, Microsoft Office, website and database software.

Experience

- Experience in a similar executive assistant role will be highly regarded.

APPLICATIONS CLOSE: FRIDAY 18TH AUGUST 2017

Applications must include:

- Your resume
- Covering letter of interest
- Application Declaration Form (available from <https://sunrise.sa.edu.au/careers/>)

You can submit your application

- Via email to careers@sunrise.sa.edu.au
- Via post to the Sunrise head office

For further information, please contact Angela:

- Email: careers@sunrise.sa.edu.au
- Phone: 8405 0950