



## OFFICE ADMINISTRATOR

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia, New Zealand and Ireland and a presence in some other countries.

We currently have an opportunity for an experienced Office Administrator to join the Saint Joseph's By the Sea team in Williamstown on a permanent part time basis.

St Joseph's By The Sea is a gathering place for all who seek to nurture contemplation; experience and celebrate the wonders of the Universe and Earth; nourish body, mind and spirit; develop just and respectful relationships and live into new ways of being. The Centre offers retreats, short term accommodation, meeting rooms and gathering spaces.

The Office Administrator will be responsible for providing administrative support and assistance to the Sisters who implement and facilitate the programs on offer at SJBS. This is a new role and we are looking for someone who is available 16 hours per fortnight with some flexibility in the days and hours to be worked required to meet the needs of the Centre. No weekend work will be required. If you have experience working in an administrative role and want to work in a caring environment as part of a small and dedicated team, then this role is for you.

All staff are expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph and show the ability to identify with and promote the vision and mission of Saint Joseph's By The Sea.

Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on the SOSJ website under the heading of 'Safeguarding'.

### KEY RESPONSIBILITIES:

- Answer phone calls, take bookings and provide information about the Centre's facilities
- Respond to queries from prospective clients
- Prepare banking, invoices and receipts
- Keep electronic records of bookings and maintain databases
- Streamline administrative processes
- Liaise with guest speakers and presenters prior to/upon arrival
- Ensure that rooms are set up prior to the arrival of guests
- Provide reports as required

### REQUIRED SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- Relevant experience in an administrative, secretarial or information management role.
- Willingness and ability to use information and communication technology to improve administrative processes, bookings and data management.
- Demonstrated ability to initiate, develop and implement administrative procedures.
- Ability to work both independently and as part of a team.
- Well-developed interpersonal as well as written and verbal communication skills.
- Knowledge and experience working with religious orders, parishes, church agencies or in the not for profit sector (desirable).

Successful applicants will be required to obtain and hold a valid State based Child Compliance Check and be fully vaccinated as per our Vaccinations Policy.

For further information about the Sisters of Saint Joseph, please visit [www.sosj.org.au](http://www.sosj.org.au). For more information about the role and/or to obtain a position description, please contact Human Resources via [hr@sosj.org.au](mailto:hr@sosj.org.au). Applications, which need to include a cover letter outlining your suitability for this role (based on the above selection criteria) and a CV (resume), should be submitted via email to [hr@sosj.org.au](mailto:hr@sosj.org.au) by **9am 21 November 2022**.