



Administration Vacancy – Mt Albert Campus

30 Hours Per Week Monday – Friday (Term time)

We are seeking a vibrant, motivated Administrator to join the team at our busy Mt Albert office. All applicants must display authentic support of the school's Special Character. The successful applicant will:

- Deliver high quality customer service with empathy
- Have an ability to effectively build and maintain professional networks and relationships
- Be a good communicator, with efficient time management and organisation skills
- Be professional, highly motivated and eager to learn
- Have an ability to multi-task, prioritise workload and use initiative
- Be flexible and willing to work across a multiple campus model
- Previous school experience is an advantage

All applicants must complete the Elim Christian College application forms. To request an application pack, please email Raewyn.Openshaw@elim.school.nz

Applications close: Friday 23rd November 2018