Reception/Administration

(15 hours/week)

|  |  |
| --- | --- |
| **Job Title:** | Reception / Administration |
| **Pay Range:** | From $26.28 / hour |
| *Nungalinya College is a Public Benevolent Institution (PBI). This is a potential tax savings for all permanent employees.* |

Nungalinya College is a Theological College for Indigenous people with a campus in Darwin in the Northern Territory. Students travel in from remote communities to study by intensive.

We require a part-time reception/administration worker to support our students and existing administration team. It is envisaged to be a 3 hour role, Monday – Friday, but this may be negotiated. Indigenous people are strongly encouraged to apply for this position if they have the relevant skills.

**Selection Criteria:**

* A committed Christian believer and church member.
* Willingness to work sensitively and effectively within an environment that values Indigenous culture and Christian values.
* Experience with reception and general administration tasks.
* Good computer skills including Excel, Word, Outlook.
* Flexibility and the ability to learn new skills.

**Start Date**: 17th February 2021

**Applications close**: 12th February 2021

Employment Application attached – please complete.

For further information please contact:

Judy Fabbian – HR Officer jfabbian@nungalinya.edu.au or call

(08) 8920 7522.

**Nungalinya College Incorporated**

*National Indigenous Education and Training College*

*of the Anglican, Catholic, and Uniting Churches*

**Employment Application Form**

|  |
| --- |
| **Applicant Details:** |
| **Name:** |       |
| **Address:** |       |
| **Phone:** | Home:      Mobile:       |
| **Email address:** |        |
| **Details of the Church you are currently attending** |       |
| **Position applied for:** |       |
| **Qualifications and work history** |
| **List relevant Qualifications** (you may be asked to supply originals at time of interview) |       |
| **Details of current or last place of employment** |       |
| **Please supply details of the following Referees:** |
| **Work Referee No. 1** |       |
| **Work Referee No. 2** |       |
| **Referee from your Minister.** (If you unable to do so, please list a personal referee) |       |
| ***Please attach your Resume along with your Cover Letter where you have answered the Selection Criteria.*** |
| Signature: |  |
| Date: |  |