



**CHRISTIAN  
COLLEGE**  
G E E L O N G

## **Receptionist – Student Office**

Christian College Middle School in Highton is seeking a dynamic, full time Receptionist who is supportive of the Christian ethos and values of Christian College.

The successful applicant needs to relate well to all age groups, be well spoken and have the ability to provide professional assistance to visitors, staff and students. A diverse range of administrative tasks to support College staff as well as supervision of the Campus sick bay is required. Level 2 First Aid training would be required.

Proficiency in Microsoft Office applications and a proven ability to prioritise tasks on a daily basis to meet set deadlines is essential.

Educational Services Award salary applies. A position description is available on the College website.

[www.christiancollege.vic.edu.au](http://www.christiancollege.vic.edu.au)

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**Written applications including contact details of two referees should be forwarded to:**

Secretary to the CEO

18 Burdekin Road, Highton. Vic. 3216

[marion@ccg.vic.edu.au](mailto:marion@ccg.vic.edu.au)

**CLOSING DATE: Thursday 28 February 2013**