



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

ADMINISTRATION / RECEPTIONIST

Applications are invited from experienced and dedicated individuals who desire to work in a fine Independent College where academic excellence and Christian values are emphasized.

This casual position commences immediately. Successful applicants will possess a good rapport with all age groups, be able to work within a dedicated team and will be available to cover staff on leave in all areas of School Administration: Student Office, Reception and Finance.

A Working with Children Check is required and Award salary applies.

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Road, Vic 3216
ceo.secretary@ccg.vic.edu.au

CLOSING DATE: Friday 22nd April, 2016