

**Alta-1 College Administration Officer (Reception)
Full Time- Northern Suburbs
Mid Jan 2019 start**

Alta-1 College provides an alternative education for young people between the ages of 12 to 18 years. The College enables young people who have been unsuccessful in mainstream schooling to complete secondary education. Alta-1 has a well-developed Christian education philosophy linked to a therapeutic recovery model.

Your role and responsibilities:

- Be the first point of contact with the public through acting as office receptionist, in conjunction with general secretarial and office duties.
- Provide administration support to the head office.
- Be a respectful and active listener in relation to parents / staff.
- Be a Christian committed to demonstrating that your beliefs and values are real and impact your daily life

Please refer to the role description for more complete details.

In order to be considered for this position you will require: (please refer to the selection criteria for more complete details)

Essential

- Be a practicing Christian, enthusiastic and passionate about helping young people, with the capacity to work collaboratively in a team environment.
- A current working with children check.
- Demonstrated sound understanding of office administration procedures, with the ability to adapt and quickly respond to new systems and processes.
- Ability to interact with a range of clientele in various capacities.

Desirable

- Relevant qualifications
- Previous experience in a similar role

Benefits

- Salary packaging
- Professional development opportunities
- Opportunity for career progression

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. Applications **must** include a 1) cover letter, 2) a maximum of four pages addressing the selection criteria, 3) a current resume and 4) a written reference from your pastor.

Please submit applications via e-mail (preferred) to hr@alta-1.wa.edu.au or by mail to PO BOX 2104, Wangara DC 6947. Please address the application to the Business Manager, Kevin Thomson.

Application closing date is Sunday 9 December 2018.

Changing lives one at a time