

Trinity Theological College, Leederville, Western Australia

Administration Assistant - Reception (0.6FTE)

Trinity Theological College (Trinity) exists to serve God's great purpose of bringing all nations under the saving rule of his Son. This is done through equipping people for effective Christian service through theological education at undergraduate, graduate and postgraduate levels.

Trinity is a non-denominational college in the evangelical, reformed tradition. It is affiliated with the Australian College of Theology.

Trinity seeks an Administration Assistant to share in the running of an effective and efficient Front Desk. The successful applicant will demonstrate an active Christian faith, a personal commitment to the vision and ethos of the College, be an efficient administrator, and have a genuine love for people.

Why Trinity?

- ✓ Make a contribution to raising up the next generation of Christian leaders
- ✓ Work alongside others who share the same vision
- ✓ Benefit from the support and encouragement of a Christian community

Job Environment

- Salary (pro-rata) (depending on qualification and skill level)
- 9.5% superannuation
- Four weeks annual leave (pro-rata)
- 22.5 hours per week
 - Some flexibility available. We anticipate full day Friday, and half days Tuesday to Thursday.
- Shared car bay available
- Six month probationary period

Position Description

Front Desk at Trinity comprises of two Administration Assistants, whose duties include (but are not limited to):

Reception

- Being a first point of contact for:
 - Potential, new and current students,
 - Visitors and College supporters, and
 - Trade and maintenance workers.
- Maintaining the reception area at a high standard.

Office Administration

- Having day to day responsibility for:
 - Processing incoming and outgoing mail,
 - Assisting with events (occasionally outside of regular office hours),
 - Office equipment and stationery requirements,
 - Petty cash and EFTPOS payments, and
 - Kitchen supply and food preparation.
- Data entry and database administration.
- Providing administration assistance to faculty members and other departments.
- Scheduling the shared workload and providing coverage as required.

Front Desk interacts with all areas of the College, and therefore the Administration Assistant will need to acquire a basic working knowledge of each departments' roles and responsibilities.

Reporting Structure

Front Desk is overseen by the Senior Administration Assistant. Both are responsible to the Business Manager.

Selection Criteria

Essential

- Be a committed Christian who supports the vision and ethos of the College
- High-level oral and written communication skills
- Ability to work both as a member of a team and independently
- Good organisational and time management skills, and the ability to work well under pressure and with competing demands
- Be proactive and take initiative to identify and solve problems, with an eye to continuous improvement
- Proficiency in a range of computer programs including Microsoft Office Professional Suite
- Prior experience in a similar role

Desirable

- Experience in working with databases (eg MAZE, Microsoft Access)
- Experience with bookkeeping and cash reconciliations
- Experience in design, and producing promotional materials

How to Apply

- Submit an electronic application to the Business Manager at employment@ttc.wa.edu.au with "Administration Assistant" in the subject line and include **all** the following attachments:
 - ✓ Covering letter that addresses the selection criteria as detailed above. Please ensure you use a separate heading for each criterion, include recent examples, and explain how your skills, qualifications, or experience demonstrate the criterion
 - ✓ Resume (CV)
 - ✓ Name and contact details for the following referees:
 - Work experience (previous manager preferred)
 - Current church pastor or leader
- Any questions related to this position or the College should be directed to the Business Manager at the above email address
- Applications will be acknowledged. If you do not receive an acknowledgement, please resubmit your application, or phone the College
- Applications close **4pm, 8th September 2017**. Trinity Theological College reserves the right not to make an appointment