

# **Principal's PA and Enrolment Officer**

## **Essential Criteria:**

- Commitment of the objectives and ethos of Catholic Education
- Excellent interpersonal, verbal, and written communication skills including a professional, courteous and helpful telephone manner.
- Knowledge of standard office procedures
- Proficient computer skills particularly with Microsoft Office, Word, Excel and Outlook.
- Demonstrated ability to work efficiently with a minimum of supervision
- Proven ability to work within a team environment
- Absolute respect for confidentiality of records.

## **Responsibilities:**

Provide Administrative assistance including but not limited to:

- Prepare and manage documents including letters, reports, manuals and spreadsheets
- Organisation of meetings and workshops
- General office duties including answering and directing phone calls and emails, attending to general enquiries, filing, shredding, photocopying.
- Organisation of enrolments and interviews for incoming students
- Assist with parent and student queries in a timely manner
- Manage and schedule meetings and appointments
- Data entry
- Other duties as required