



John Paul College

Applications are invited from energetic, committed persons for the following full-time position:

Principal's Personal Assistant & Enrolments Officer

The successful applicant would be expected to demonstrate a high level of proficiency in:

- Office administration and organisational skills.
- Data entry using database management systems.
- Computer skills with a sound knowledge of Microsoft Office Suite.
- Interpersonal and communication (written and verbal) skills.
- Ability to work efficiently and accurately with a minimum of supervision.

Essential to the position are:

- Commitment to the objectives and ethos of Catholic Education
- A high degree of discretion and confidentiality
- A demonstrated ability to work within a team environment.

A current Working with Children clearance and a current Police clearance is required.

Please forward your resume with details of experience and qualifications, including names of three referees, to the address below by: **Friday 09 July 2021.**

The Principal
John Paul College
PO Box 4552
KALGOORLIE WA 6430

Ph: (08) 9021 4377
Email: admin@jpc.wa.edu.au

For information relating to this position, visit our website at www.jpc.wa.edu.au

