HOLY CROSS COLLEGE

Holy Cross College is seeking an Administration Assistant with data entry skills to join our growing College.

This position involves updating and maintaining College data systems. It will include a high volume of data entry and associated reporting at both College level and to external organisations. The successful candidate will require a high level of accuracy and a capacity to learn new systems. Previous experience of working in a school environment would be a benefit but is not essential.

Position: Administration Assistant (Data Entry)

Conditions: Permanent, Part Time
46 weeks per year + 4 weeks Annual Leave

37.5 hours per week

Commencement Date: 26 April 2016


Selection Criteria

Essential

- Possess excellent keyboard skills for a high level of data entry requiring speed and accuracy; knowledge of spreadsheets and word processing
- Be able to learn new systems and applications
- Possess excellent computer skills with knowledge of computers and database/word processing software.
- Possess sound literacy and numeracy skills
- Be able to work under pressure and to tight deadlines
- Possess a positive approach to working in a busy environment
- Possess a conscientious and responsible working attitude
- Be able to maintain the confidentiality of information attained in the performance of the role
- Have knowledge of standard office equipment and procedures
- The ability to carry out general administrative duties using standard office equipment and administrative skills
- Have good communication skills, both written and verbal.
- Be self-motivated and use own initiative where required
- The ability to work independently and as part of a team

Desirable

- Experience with MAZE

Applications close Wednesday, 16 March 2016

Applications must be submitted in writing on the College Support Staff Application Form with a covering letter addressed to The Principal, Holy Cross College, 18 Strathmore Parkway, Ellenbrook WA 6069