

Administration Assistant

- Office located in Townsville, QLD
- One year contract – 40-50 hours per fortnight
- Great opportunity!

The Organisation

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

The Role

The main purpose of this role is to provide an excellent service to the Sisters of Mercy in the Townsville region in areas of administration and Sister Support. You will provide a welcoming greeting to all who visit or contact the Community Office and ensure that all enquiries are dealt with in a courteous and professional manner.

With your strong communication and administration skills and your caring and patient manner, this is a fantastic opportunity to secure a one year contract with the possibility of extension in an Administration position. In addition, you will have strong computer skills in Word, Outlook, Excel and Publisher and ideally experience working with databases.

Your Responsibilities:

As the Administration Assistant, you will be responsible for a number of duties and responsibilities, including but not limited to:

- Providing word processing and clerical support as required
- Acting as the secretarial support for projects as required
- Assisting with reservations, travel and conference bookings
- Arrange meetings, catering and other needs as required
- Sorting and distributing mail and parcels from Post Office and/or Couriers
- Assist in any bulk mail out processes as requested
- Preparing and maintaining the Reception reference/information book
- Prepare and process all outgoing mail
- Reconciliation and coding of credit card statements and invoices
- Assisting the Sisters with basic technology related enquiries and arranging appropriate support
- Assisting the Sisters with minor property maintenance matters
- Various other administrative tasks

Your Capabilities:

To be successful in this role, we are looking for someone who can display:

- Demonstrated experience in a similar or equivalent position
- Competency using the Microsoft Office suite including Word, Excel, PowerPoint and Outlook
- Excellent organisational skills
- Attention to detail
- Capacity to work under pressure and meet deadlines
- Publisher and Access Database (or similar) skills advantageous
- Excellent phone manner with experience in developing rapport and working relationships over the phone
- Confident and friendly disposition with excellent interpersonal skills
- Ability to work as part of a team
- Experience with navigating iPads, iPhones and general technology advantageous
- A commitment to uphold and support gospel values and mercy ethos

Located in Townsville, this is a part-time position offering 40-50 hours per fortnight. A salary commensurate with your experience is on offer and parking is available onsite.

The Next Step:

To apply, please submit your cover letter (addressing the key accountabilities and responsibilities of the role) and resume to Christine, Community Support Assistant, at northern@ismapng.org.au

Applications close **5 February 2021**.

Please note – a police check will be conducted prior to any offer of employment.

Safeguarding Commitment:

ISMAPNG is committed to creating a culture of safety and respect for all, including prioritising the safety and best interests of all children and vulnerable adults with whom we have contact.

All staff are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.