

The Holy Trinity Parish, is a well-respected, dynamic and vibrant Parish in the South-Eastern Suburbs of Melbourne. It comprises three worshipping centres: St Peter's, East Bentleigh, St Paul's Bentleigh, and St Catherine's Moorabbin.

Our Parish has recently undergone a significant period of change and we are now at the beginning of our rebuilding process. Our goal is to establish a healthy sustainable Parish that continues to build on our strong relationships within the Community.

To help us start moving towards our future vision, we are seeking a Part Time (19.5 hours per week) Clerical Assistant who will assist the Parish Coordinator in the effective and accurate management of records and administrative services provided to the Parish.

In this role, you will be responsible for key areas such as (but not limited to):

- Managing Reception, Incoming telephone calls and Emails notifications
- Building Security
- Managing our goods and services
- Collating documents and filing
- General administrative tasks as required

To be successful in this role, you will need to have:

- A confident working knowledge of all Microsoft Office products such as Word, Excel, Outlook

As a committed member of the team you will display the following attributes:

- A welcoming "Can do" attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring all employees at HTC work in a Healthy Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality
- Familiarity with the Software package "Parish On Line"

The Parish is committed to the safety, wellbeing and dignity of all children and vulnerable adults and you will be required to undertake a Working with Children Check and a Police Check.

If you feel this is an opportunity you would like to explore, would you please send your Resume to attention: Suzette Diaz – HR Partner - [recruitment@cam.org.au](mailto:recruitment@cam.org.au). A detailed Position Description can be read on the following page.

Interviews with shortlisted candidates will take place in June 2020. We look forward to hearing from you and wish you all the best.

**POSITION DESCRIPTON OVER PAGE**

## POSITION DESCRIPTION

<b>Position Title:</b>	Clerical Officer
<b>Location:</b>	St Peters Church – Bentleigh East
<b>Employment Status:</b>	Part Time – Annual Contract (19.5 hours per week over 3 Days)
<b>Reports to:</b>	Parish Coordinator

## POSITION PURPOSE

The purpose of the Clerical Officer is to provide the following services Parishioners and other members of the broader community as directed by the Parish Coordinator.

## KEY ACCOUNTABILITIES

To deliver efficient and professional services to the Parish, in particular:

1. **Reception** – welcome all on-site visitors and assist or direct them to where they are required to be;
2. **Incoming Phone calls** -Answer incoming telephone calls and either address queries where possible or direct the caller to the appropriate person who can help them; Keep a record of the number of all calls;
3. **Voice Mail Messages**- Monitor daily voice mail boxes and ensure that queries are responded to in a timely fashion; Keep a record of the number of all messages;
4. **Email Inbox** - Monitor daily email inbox to ensure that queries are responded to in a timely fashion; Keep a record of the number of emails;
5. **Postal Mail** – Collect daily postal mail and manage mail according to established procedures; Keep a record of the number of letters;
6. **Building security** - Manage building security, Secure the premises before departure at the end of the day, turning lights off in the Admin Centre and McKenna Centre; provide visitors access passes, provide keys and keep records according to established procedures;
7. **Office Equipment** - Ensure all office equipment is in good working order and if necessary, coordinate services and repairs;
8. **Deliveries** - Order, accept delivery and maintain records of goods and services (provisions such as tea/coffee/stationery)
9. **Building Maintenance** – Refer/Respond to building maintenance queries;
10. **Hiring of Parish Facilities** - Manage the hiring of Parish Facilities
11. **The preparation, collation and distribution** of relevant Parish documents such as the Parish Bulletin;
12. **Filing** - Digital and hard copy filing
13. Any other relevant duties and tasks as directed by the Parish Coordinator

## SKILLS FOR SUCCESS

- A confident working knowledge of all Microsoft Office products such as Word, Excel, Outlook

## PERSONAL ATTRIBUTES

- A welcoming “Can do” attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring all employees at HTC work in a Healthy Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality

## OTHER REQUIREMENTS

- Working with Children Check
- Police Check