



Admin Assistant

- **6 month contract**
- **Located on the South side of Brisbane**
- **Start in August**

The Company

Our client is one of Queensland's premier co-educational Kindergarten to Year 12 independent schools. The award winning College, is located in the southern suburbs of Brisbane, and has a leading reputation in all areas of academia, technology and cultural arts.

The Opportunity

This role will be a 6 month contract for an Administrative Assistant to provide professional assistance and support to internal and external customers as well as the admin team. Other responsibilities include liaising with parents, students, staff and associated support groups, as well as general office duties.

Duties

- Provide telephone and counter reception at a busy student services counter
- Record, maintain and report on Student Attendance Records.
- Compile, proof and edit the weekly digital newsletter.
- Provide First Aid and support within the Student Sick Bay.
- General support of academic and administrative staff.

To be successful in this role you must have:

- A valid blue card
- Minimum 5 years admin experience
- Previous experience working in a school environment
- Excellent customer service skills
- Advanced Microsoft Office skills

Write at least 3 key strengths you have that are suitable for this advertisement.

- 1.
- 2.
- 3.