

Administrative Assistant

Permanent part-time



Prince Alfred College is one of Australia's leading boys' schools and has an unwavering focus on providing the best educational experiences for all students.

We are looking to appoint an Administrative Assistant to provide high level customer service and support to our busy Preparatory school office.

The successful applicant will have a demonstrable track record in an office environment, preferably within the education sector or health sector working with children. Proficiency in MS Office suite is required, along with initiative and the ability to work as part of a cohesive team. This position is required to administer First Aid and therefore Senior First Aid qualifications are a minimum requirement.

Details about the position and application process can be found on our website www.pac.edu.au. This part-time position will work 37.5 hours per week, across 41 weeks of the year, during school terms.

Applications, together with the names and contact details of three referees, should be addressed to Mr Bradley Fenner, Headmaster, and sent via email by COB 19 April 2020 to careers@pac.edu.au.

