



Receptionist

The Sisters of the Good Samaritan are seeking to employ a Receptionist for our newly renovated Congregational Centre.

- Work in a supportive environment that contributes to making a positive difference in the world
- Beautiful Inner-West Sydney location

Primary Purpose of the Role

The key aim of this role is to provide Reception support to the Good Samaritan Congregational Centre within the spirit of Good Samaritan Benedictine hospitality.

The role also provides administrative support as required to the Executive Assistants of the Congregation Leader and Members of Council located in NSW.

Key responsibilities

1. Welcoming guests to the Centre (by phone or in person) in the spirit of hospitality in the Good Samaritan tradition
2. Managing meeting room bookings and arranging catering as required
3. Ensuring adequate supplies of consumables for the Congregational Centre
4. Coordinating incoming and outgoing mail
5. Assisting with office equipment and facilities management and maintenance
6. Processing relevant expenses and invoices
7. Maintaining databases and promoting upcoming functions

Essential Criteria

- Appreciation for and demonstrated alignment with the life, mission and ethos of the Sisters of the Good Samaritan
 - Relevant experience (at least 2 years) in a similar role
 - Excellent interpersonal skills
 - Sound written skills
 - Attention to detail
 - The ability to manage multiple tasks and priorities
 - Capacity to work as part of a team
 - Sound knowledge of Microsoft programs including Word, Excel, Powerpoint and Outlook. Knowledge of programs such as Publisher or InDesign advantageous
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Desirable Criteria

- Database management skills
- Previous experience working in a not for profit or faith-based environment

About the Organisation

The Sisters of the Good Samaritan of the Order of St Benedict (Sisters) are a group of religious women within the Catholic Church. Founded in 1857 as the first religious Congregation in Australia, we are committed to assisting the most vulnerable, to being of service to others and to a communal way of life. Our work in responding to the call to be neighbour in different ways, times and places continues to this day, fulfilling our vision to be missionary disciples here in Australia, Kiribati, the Philippines and Japan.

Child Safety

Applicants must be willing to undertake a National Criminal History Check.

Application

If you are interested in applying for this position, please submit an application of no more than 3 pages including a cover letter addressing the Essential Criteria and a resume detailing relevant qualifications and experience.

Applications can be submitted to hr@goodsams.org.au.

Please direct enquiries about this role to hr@goodsams.org.au

Applications close Friday August 26, 2022.
