



RECEPTIONIST

Yirara College is seeking a friendly, motivated, confident Receptionist'

Tasks include:

- Reception / administration duties as outlined in position description
- Function /catering coordination

To be successful in this role, you will have previous reception / administration experience , exceptional organizational skills, be friendly, motivated , mature and professional in your approach. You must be able to multi task in a busy and exciting work environment . Experience in MS Office is essential and a high level of IT skills is desirable. Successful applicants will need to obtain a Working with Children Clearance and National Police Clearance.

To request a Position Description please email hr@yirara.nt.edu.au

Applications close Friday 13th April 2018

For further information please contact:

HR Manager

Kaylene Lindner

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Ph: 0417 802 094

