Santa Sabina College, a Catholic School in the Dominican tradition, educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

Applications are invited for the position of:

**Administrative Support**
**Casual**

The following skills and experience are required:

- Administrative skills to support the smooth running of the College
- IT Skills including Excel, Microsoft Word and Google Docs
- Proven experience using databases, preferably in an educational setting
- Initiative and flexibility in managing a variety of projects
- Highly developed written and oral communication skills
- Experience with Reception duties and providing good customer service

Applicants are expected to have an understanding of, and commitment to, the Dominican ethos. **Applications close: 11 March 2016** Applications must contain two current referees, outline relevant experience and qualifications and should be sent to recruitment@ssc.nsw.edu.au.

*The successful applicant will be required to undertake a Working with Children Check prior to commencing employment.*