



Applications are sought from committed active Christians for the position of:

# OFFICE MANAGER / EXECUTIVE ASSISTANT

at MARRARA CHRISTIAN COLLEGE

*a campus of NT Christian Schools*

Marrara Christian College is a day and boarding college set in the northern suburbs of Darwin, NT, offering a comprehensive Early Years to Year 12 education from a distinctly Christian perspective. Marrara Christian College is a learning community where parents and staff partner together.

This position is a full-time role. Previous experience is essential to this role. The successful applicant is expected to be highly motivated and keen to work as part of a cohesive team, able to apply the Christian faith in the workplace; and to share the commitment to seeing Christian education make a real difference in the lives of students to reach their full potential.

For more information about working at Marrara Christian College please contact the Principal, Mr. Andrew Manning, on 8920 2000. For general information please contact us as per details given below.

***Position commences September 2018 or as negotiated***  
***Applications considered as received***

Please download the [employment application form](#) and [Statement of Faith](#) from this website, address the key areas of responsibilities as set out in the job description and include it with your CV:

[jobs.ntchristianschools.com.au](http://jobs.ntchristianschools.com.au)

*Enquiries are welcome and fully completed applications to be directed to:*

**Human Resources**  
NT Christian Schools  
PO Box 228  
KARAMA NT 0813

Phone: 08 8920 4355  
Email: [human.resources@ntchristianschools.com.au](mailto:human.resources@ntchristianschools.com.au)

*adventure | calling | lifestyle*