



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

OFFICE MANAGER (Receptionist and Administration person) with NT CHRISTIAN SCHOOLS

Based in Darwin, the successful applicant, will assume primary responsibility for front office reception duties within the NT Christian Schools system office on a full-time basis.

This position requires the ability to engage with and represent a complex and multi-faceted organisation. The successful applicant will have high level interpersonal language skills, accuracy in written and spoken communication, and maintain confidentiality. Sound computer skills, attention to detail and the ability to apply the Christian faith in the workplace are essential.

For general information please contact us as per details given below.

***Position commences 23 October 2017 or as negotiated
Applications close 17 September 2017***

Please download the employment application form from this website, address the selection criteria as set out in the job description and include it with your CV:

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**