



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

JUNIOR ADMINISTRATIVE ASSISTANT Immediate start

at PALMERSTON CHRISTIAN COLLEGE

a campus of NT Christian Schools

Palmerston Christian College is a learning community where parents and staff partner together. Students are nurtured through a loving, biblically-based school curriculum and structure to build their faith, character and desire to serve.

We are looking for a casual Junior Administrative Assistant to facilitate data entry and archiving of documents. The successful applicant will have administrative skills, accuracy and attention to detail, and the ability to maintain confidentiality. Sound computer skills and the ability to apply the Christian faith in the workplace are essential.

For more information please contact us as per the details given below.

Only applicants with full Australian work rights will be considered.

Position commences immediately or as negotiated

Applications are 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

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