Receptionist and Conference Centre Assistant
(Maternity Leave replacement)

The Association of Independent Schools of NSW (AISNSW) is the peak body supporting and representing independent schools in NSW and provides a range of services across the state. With the core values of integrity, professionalism, respect and collegiality AISNSW seeks to further the ideals of independent education: choice, diversity, quality, opportunity and excellence.

We are currently seeking an experienced full time Receptionist /Conference Centre Assistant to support the organisation’s operations temporarily to cover maternity leave until December 2020.

As one of three receptionists, the person in this position will share responsibility for the efficient and prompt operations of the front desk under the guidance of the team leader. The Receptionist and Conference Centre Assistant will be involved in the setting up of meetings, seminars and events, organising and presenting catering, meeting and greeting visitors. Conference Centre experience will be highly regarded.

This position is critical to creating a positive and professional first impression of our organisation.

The successful applicant for this position will have excellent verbal and written communication skills and the ability to work cooperatively within a small team. The successful applicant will have the ability to quickly learn the operations of the business to manage general enquiries and direct the enquiry to the most appropriate department and staff member within the organisation.
Position Description

The duties of the Receptionist and Conference Centre Assistant at AISNSW include:

- Assisting with the day-to-day operations of the Reception and Conference Centre area including
  - Room bookings and set-up
  - Catering
  - Maintaining the professional appearance of the Centre
- Answering and distributing incoming calls across a broad spectrum of general enquiries.
- Meeting and greeting guests
- General record keeping
- Booking couriers and transferring courier deliveries
- Transferring deliveries within the organisation
- Setting up conference rooms for seminars and meetings
- Setting up and clearing away catering for courses and meeting attendees
- General administrative support as required
- General housekeeping.

Position Analysis

The Receptionist and Conference Centre Assistant at AISNSW needs to possess the following skills and attributes:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Preparedness to work flexibly to achieve team outcomes
- Commitment to exceptional customer service
- Ability to work cooperatively in a team environment
- Strong ICT skills
- Ability to quickly acquire a working knowledge of new ICT systems
- Ability to work with minimal supervision
- Meticulous grooming and presentation
- Ability to manage competing demands.
General conditions of the role

Hours of Work: The role is full-time until December 2020. (Maternity Leave replacement)

Annual Leave: Four weeks annual leave is provided.

Professional Learning: A meeting for all staff is held once per term that is tailored to be informative, practical and collaborative in nature. Other professional learning opportunities that develop and support career development are arranged throughout the year.

Reporting Line: All positions are overseen by the Chief Executive. The role reports to the Executive Assistant to the Chief Executive; Director: Administration and Office Management, Administration.

Application Process

All candidates are required to complete the following:

- Covering letter addressing the position description and position analysis.
- Resume
- AISNSW Employment Application Form including referees (available on website)
  https://www.aisnsw.edu.au/working-at-aisnsw/job-opportunities

Referees will be contacted only after prior consultation with the candidate.

Note: Any incomplete application forms will not be considered

Please direct any questions and applications to:

Margaret Molloy
Manager: Human Resources
Phone: (02) 9299 2845
Email: mmolloy@aisnsw.edu.au

CLOSING DATE: Friday 13 March 2020.