



CATHOLIC ARCHDIOCESE OF ADELAIDE

EXECUTIVE SUPPORT ASSISTANT

Full-time Fixed Term (12 months)

The Catholic Archdiocese of Adelaide positively impacts the lives of its members through the development and delivery of human services related programs and offerings. With head office in the Adelaide CBD and multiple sites throughout South Australia, a challenging and rewarding opportunity for an Executive Support Assistant is currently available in the Archbishop's Office.

About the Role:

Reporting to and supporting the Office Manager, the primary objective of this role is to provide high-level administrative support to the Archbishop's Office, ensuring the smooth and efficient operation of the Office and compliance with mandatory requirements. You will work closely with the Office Manager to maintain clear and cohesive communication with internal and external stakeholders and will work on a variety of engaging projects, research tasks, and continuous process improvement initiatives. A high degree of professionalism, discretion, and confidentiality is essential in supporting the work of the Archbishop and the wider team. This is a great opportunity for a skilled multitasker who remains focussed on the task at hand and who is inquisitive, fun and enjoys a challenge.

Key duties include:

- Preparing, responding and distributing correspondence
- Process visitation requests and marriage applications
- Monitor and maintain the Annual Task Calendar and related processes
- Administer Sacraments processes
- Collate statistical information
- Assist with telecommunication requests
- Updating database
- Provide Reception Relief (on occasion)

About You:

- Previous experience in an administration or executive support role
- Self-motivated with a proactive can-do attitude
- Process-orientated
- Excellent analytical and problem-solving skills
- Ability to work collaboratively with a range of stakeholders

How to Apply

Please email applications to recruitment@adelaide.catholic.org.au by 9am on **Monday 11 August 2025**, in your application please include:

- Cover letter (1 page max)
- Resume

For a copy of the position description, please contact recruitment@adelaide.catholic.org.au

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation. Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.