



**Catholic Archdiocese of Adelaide
Sevenhill Parish**

**Parish Office Assistant
7.5 hours per week**

The Sevenhill Catholic Parish is seeking applications for a suitably qualified and motivated Parish Office Assistant to provide administrative support to the Parish Priest.

The successful applicant will perform general office duties, manage incoming correspondence and prioritize for distribution, respond to emails, assist with maintaining Parish Records and the Parish Website.

The Parish Office Assistant will also assist the Parish Priest with the preparation of the weekly Parish Bulletin so a good working knowledge of, and experience in, the Microsoft Suite software is required.

Excellent interpersonal and communication skills are required together with the ability to work in a team environment.

The successful applicant will be strongly committed to the Catholic ethos.

A copy of the Position Description can be obtained by emailing John Grbin (Chair Sevenhill Parish Pastoral Council) at john.grbin@gmail.com or by contacting John, on 0488064005.

Applications, including a cover letter addressing the key responsibilities of the position, contact details for two current referees and a copy of the applicant's CV should be forwarded to:

John Grbin, Chair Sevenhill Parish Pastoral Council
PO Box 804 Clare SA 5453
Email: john.grbin@gmail.com

Applications close 5pm Friday 3rd December

Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful *Working with Children Clearance*.

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation.