



Junior Receptionist

- Permanent Part Time Role – 2 days per week (negotiable);
- Conveniently located in Rhodes within walking distance to the train station and shopping centre;
- Opportunity to develop your career and gain work experience in a corporate environment;
- Christian Not for Profit Organisation.

Now over 125 years old, Fresh Hope (Churches of Christ in NSW) consists of a network of over 90 churches. As a not-for-profit Christian organisation, our key agencies in NSW include Living Care, Careworks, Fresh Hope Venues and Mission & Ministry which provide a range of services to support the sectors of aged care, social and community welfare, hospitality and ministry.

Our mission is to transform lives and communities with fresh hope.

Your new role as Junior Receptionist will report to the Receptionist and support them with providing reception and administrative services to Fresh Hope and its Agencies in our cheerful Rhodes office. This is a fantastic opportunity to learn from an experienced Receptionist and join a friendly team supporting a large and dynamic organisation with a charitable focus.

Your main responsibilities will include assisting the Receptionist with:

- Telephone and reception duties - screening and directing telephone calls and documenting messages as required, greeting and announcing visitors, etc;
- Effectively managing incoming and outgoing mail including post, electronic and courier deliveries;
- Bookings and presentation of meeting and training rooms, usage of conference phone line, allocation of parking spaces and maintenance of staff contact information;
- General office administrative duties.

To be successful in your new role you will need to demonstrate:

- Reception experience or demonstrated relevant capabilities;
- High attention to detail and accuracy;
- Intermediate proficiency with Microsoft Office (Word/Excel/Outlook);
- Time management skills and ability to prioritise work;
- Ability to communicate both verbally and in writing with people of various levels and positions in an organisation;
- Enthusiasm and desire to work within a Christian context and Fresh Hope philosophies, vision and values.

Remuneration is as per the relevant Award. As an additional benefit there is a tax free component of your pay available under the Public Benevolent Institution status.

To apply, please email your application to hr@freshhope.org.au.

For more information, please contact the HR Department on 02 8719 2600.

Fresh Hope is an initiative of Churches of Christ in NSW

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