



Receptionist

- Permanent Full Time Role;
- Based in Rhodes, Sydney, close to the train station;
- Key customer-facing role;
- Christian Based Organisation.

Now over 125 years old, Fresh Hope, a ministry of 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 Fresh Hope Care, Fresh Hope Venues and Fresh Hope 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 communities and lives with fresh hope.

Working within the team at the Fresh Hope head office, this role is responsible for providing reception services and administrative support to the agencies within Fresh Hope, in conjunction with our mission, philosophy and values.

The successful candidate will utilise their experience and exceptional communication skills to identify customer requirements, provide services in response to customer needs and evaluate customer satisfaction.

Your main responsibilities will include but are not limited to:

- Answering, screening and directing telephone calls and documenting messages as required;
- Ensuring effective management of incoming and outgoing mail including post, electronic and courier deliveries;
- Coordinating meetings, conference calls, parking and maintaining staff contact information;
- General office and administrative support, such as photocopying, scanning, filing, binding, data entry and stationery ordering;
- Conducting research or undertaking special projects as required;
- Ensuring confidentiality of all information within the workplace and compliance with the organisation's privacy policy.

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

- Demonstrated ability to communicate both orally and in writing with persons of various levels and positions in an organisational context, and external churches, partners and suppliers;
- Ability to effectively liaise and demonstrate exceptional customer service with internal and external stakeholders.
- Qualifications in Business Administration or demonstrated competency in core requirements;
- Proficiency with Microsoft Office Suite (Word / Excel / Power Point / Outlook);
- Attention to detail and accuracy;
- Effective time management skills and ability to prioritise work;

Remuneration is aligned to the Clerks Private Sector Award and is based on experience and qualifications. As an additional benefit a tax free component is available under the Public Benevolent Institution status.

To apply please submit your resume and cover letter to hr@freshhope.org.au.

Alternatively, for more information please contact Human Resources on (02) 8719 2600.

Applications Close: 5 March 2019 (close of business).

Fresh Hope
Level 1, 3 Rider Boulevard
P.O. Box 3561
Rhodes, NSW, 2138

T/ +61 2 8719 2600
F/ +61 2 8719 2601
W/ www.freshhope.org.au



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Fresh Hope is
an initiative of
Churches of Christ
in NSW

