



Receptionist (Permanent Part-time)

An opportunity exists for a suitably experienced person to fill a role as Receptionist, for the afternoon hours as noted below.

Applicants will primarily work autonomously, but must also be able to work as part of a small team. This role will encompass general Receptionist duties but will also include a range of other Administrative/Clerical support functions.

To be successful in this role, you must possess excellent communication skills, organised; and general clerical skills; as well as a good working knowledge of Microsoft Word and Microsoft Excel.

Further details of this role can be obtained by reviewing the Position Description on the School's website at www.westbournegrammar.com.

Conditions of employment will be discussed in detail at interview, however these include:

- Salary \$27,105 p.a.
- Super contributions of 10%
- 5 weeks annual leave (pro-rata)

Hours of the role are:

12:30pm to 5:30pm Monday - Friday

Applications close 5:00pm Friday 17th February 2012.

A letter of application and resume to be forwarded to:

Mr Ian Foster, Business Manager

Westbourne Grammar School

P.O. Box 37, Werribee, Vic 3030

Ph: (03) 9731 9444 Fax: (03) 9731 9544.

Email: employment@westbourne.vic.edu.au