

Churches of Christ Vic/Tas Centre

Clerical Assistant/Receptionist



Applications close Friday April 30

Position Summary

The Centre Clerical Assistant/Receptionist will report to the Conference Executive Officer (EO) and will be responsible for the delegated clerical functions at the Churches of Christ Centre at Fairfield, as well as reception duties. The Clerical Assistant/Receptionist will work as part of the administration team who deliver services and resources to the whole of the Centre and who see their own role as a form of ministry.

Key Selection Criteria

1. An understanding of the ministry dimension of the leadership roles carried by the executive staff.
2. A willingness to adopt the core values and vision of the Conference (see below) as expressed in the operation of the Churches of Christ Centre.
3. Familiarity with, and understanding of, Churches of Christ – or a willingness to develop an understanding.
4. A willingness, within a team environment, to be flexible towards duties and tasks and to contribute to positive relationships within the Centre.
5. Advanced computer skills, indicated by a sound knowledge and experience in operating Microsoft Office, Word and Publisher with 50-70 wpm and 95% accuracy. Sound knowledge in the design and production of quality brochures. Advanced skills in internet based communication (eg Skype, group texts, YouTube, conference call set up etc) would be an asset.
6. At least 3 years experience in Reception duties, and an ability to communicate with a wide range of people who telephone and visit the Centre.
7. Ability to handle correspondence, reports and mailings or other clerical tasks promptly and efficiently.
8. Ability to demonstrate a high level of accuracy and attention to detail.
9. Excellent time management and organisational skills, with an ability to prioritise multiple tasks and meet deadlines.
10. Ability to work independently and use initiative in decision-making on behalf of Executive staff.
11. Maintain confidentiality within and without the Centre on all matters of Conference business.

Churches of Christ in Victoria and Tasmania

What we are about

We will be a dynamic, relevant Christian movement transforming our culture with the Gospel of Christ.

Statement of Purpose

We exist as a movement to extend the Kingdom of God by creatively implementing new Mission initiatives and supporting active ministries in diverse Australian contexts.

Core Values: The Gospel

We passionately value the Good News about God as revealed to us in Jesus Christ, and are committed to the mission of communicating it and sharing it with others, making disciples who can make more disciples, and so extend the Kingdom of God.

Collaborative Ministry

We value the unique contribution to ministry of each individual believer, and are committed to equipping believers and encouraging them to participate in ministry and discussion on the basis of their giftedness and capacity.

Diversity

We recognise the diversity of Christian understanding, belief and experience, particularly in the 'non-essentials' for Christian faith. Therefore, we value the freedom, flexibility and creativity of a variety of ministry practice and expression.

The Scriptures

We value and affirm the centrality of the scriptures as our authority for Christian belief, identity and practice.

Social Justice

We value the dignity, equality and inherent value of all persons regardless of gender, race, economic standing or belief system. Therefore, we will work for social justice, equal opportunity for all persons and the responsible care and management of the environment.

Servanthood

We value the Biblical principles of servanthood and therefore seek to be a servant church committed to, responding to human need.

Cooperation and Unity

We value the close fellowship, cooperation and service of all those who accept Jesus as Lord and Saviour. Therefore, we passionately seek to promote unity in the wider church and are committed to the ultimate ideal of visible unity.

Churches of Christ

A movement of the people of God shaping missional churches, crossing new frontiers, impacting cultures

Position Details

Responsible to:	While overall responsibility is to the Conference EO, day-to-day delegation of tasks will be the responsibility of the Conference Executive Assistant on behalf of the Churches of Christ Centre administration team
Responsible for:	Clerical responsibilities and duties and Reception functions at Churches of Christ Centre at Fairfield for the Churches of Christ Vic/Tas Conference and its Partner Departments located at the Centre: Community Care, Mission and Ministry Team and the Properties Corporation
Terms of Employment:	This is a full-time position based on the terms and conditions of the relevant award
Regulatory Compliance:	<ul style="list-style-type: none">• Maintaining privacy and confidentiality in accordance with the Privacy Act• Assisting in promoting regulatory changes.• Working within the parameters of Occupational Health & Safety Policy and Procedures
Management:	<ul style="list-style-type: none">• Carrying out all duties as requested
Customer Service:	<ul style="list-style-type: none">• Meeting the needs and wants of Churches of Christ departments in relation to office reception duties.
Planning and Organisation:	<ul style="list-style-type: none">• Responsible for Board Room and Meeting Room bookings to ensure correct allocation• Organising catering for any Centre function as appropriate• Collection and distribution of incoming mail for all Departments and processing outgoing mail daily• Maintaining data bases and mail lists as required, organising Mail outs• Ordering of office supplies as requested and to ensure adequate stock levels are available to all Partner Department and Conference areas• Assist with organising and managing all trades persons for all buildings and facilities owned by the Centre in conjunction with EAs

- Office Administration:**
- To ensure that the Reception area operates efficiently
 - Telephone answering including call transfers and message taking and forwarding to appropriate person
 - Word processing as required – including administrative work as coordinated by the Conference Executive Assistant
 - CareWorks receipting
 - Photocopying and other clerical tasks as delegated
 - Monitoring and restocking of appropriate forms in the reception areas
 - Ensuring office equipment is maintained in accordance with OHS requirements and manufacturers guidelines
 - Submitting recommendations for equipment upgrading and replacement to Executive Assistant or delegate
 - Communicating problems with any of the above areas to the relevant Executive Assistant or delegate so that a timely solution can be sought
 - Assisting Partner Departments and Conference with document and data control coordination, including the archiving of superseded documents and the issuing of new/amended documents
 - Responsible ordering and use of office supplies
 - Maintaining and managing bookshop for the Centre
 - Event Management for Churches of Christ Centre Departments
- Key Performance Indicators:**
- Efficient and effective operations of the reception area
 - Efficient and effective performance of clerical and administration tasks as delegated
 - Efficient and effective maintenance of information systems as required
 - Increased customer satisfaction in relation to the reception area
- Appraisal:**
- Within 3 months of appointment, then on an on-going basis, through a formal annual system of performance appraisal

Please forward your application for this position to the Churches of Christ Vic/Tas Centre by Friday April 30.

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