

As advertised January 2018 on seek.com

Administrative Officer – Level 3

The **Ethnic Schools Association of SA Inc. (ESASA)** is the umbrella body representing 92 ethnic school authorities that provide language and cultural programs in 45 languages to over 8,000 South Australian students.

ESASA is based at the School of Languages (255 Torrens Road, West Croydon) and delivers a range of key educational programs and administrative services to its member schools and government, enabling the ethnic schools sector to function as an integral part of the South Australian education landscape.

Working with and reporting directly to the Executive Officer, the **Administrative Officer** will provide a range of confidential and specialised high quality administrative functions within the Association's office in an accurate and timely manner.

The role is wide and varied. It includes the provision of data entry and desktop publishing; secretarial, administrative and receptionist support.

Applicants must have completed a Certificate III in office administration with subsequent demonstrated extensive work experience relevant to this role; **or** be able to demonstrate an equivalent combination of relevant experience and/or education/training.

The role will be remunerated in accordance with the **Educational Services (Post-Secondary Education) Award 2010 General Staff Level 3** and will be subject to an **initial contract period of 2 years** subject to ongoing funding for the position.

The position is full time (38 hours per week). A mandatory 30 minute unpaid lunch break is applicable. The spread of normal hours will be flexible in line with the ongoing demands of the role, but as a minimum the incumbent will normally be required to cover the opening hours of the Association (**Monday to Friday 9:00am-4:30pm**). Some occasional additional hours may be required including weekends.

There is no formal closing date to submit applications for this role. Short listing of applicants for interview will occur on an ongoing basis from 4:00pm (ACST) Wednesday 17 January 2017 until the position is filled. Applicants who are not short listed for interview will be acknowledged when the position is filled.

All applications must be submitted through the Seek portal. Applications sent via other methods will not be considered as we see this as an important part of our candidate selection process.

To submit your application please Click on the APPLY button.

Please attach your Resume together with your separate application ensuring that you are addressing the *Person Specifications* criteria described in the *Position Description* which is available at www.esasa.asn.au

ESASA is an Equal Opportunity Employer.

For further enquiries regarding this role, please contact Darryl Buchanan, Executive Officer on telephone: 08 8301 4816 or email: darryl.buchanan@sa.gov.au