



Position Title	Front Office Administrator
Reports to:	Heads of School
Campus	Yeshivah Primary School
Blurb	<p>The Yeshivah Primary Front Office Administrator is responsible for creating a warm, inviting, welcoming first image of the School and providing exceptional administration support to its students, parents and staff. Job requirements include;</p> <ul style="list-style-type: none"> • Student Administration Management (being the point of call for parent enquires and communicating with students regarding school programs) • Front Office Management (responding to and directing phone calls) • Communication (compose and manage all day to day correspondence from Yeshivah Primary to the school community) • School Projects and Events (managing the administration of school functions, student trips, graduations and excursions)
Requirements	<p>Previous Administration Experience Strong Interpersonal and Organisational Skills References Essential</p>
Commencement Date	ASAP
Employment Status	Full Time
Contract Specification	Initial fixed term for 12 months, with potential for ongoing
For more information or to submit a cv please contact	julie.stobo@ybr.vic.edu.au
Detailed Role Description	For a detailed Role Description please click here
Applications Close	6 th March 2020