



Anglican Diocese
of the Northern Territory

The Anglican Diocese of the Northern Territory is seeking a full time Executive Assistant for the Diocesan Office located in Darwin.

The Executive Assistant is responsible for providing administrative assistance and support to the Bishop and Executive of the Diocese of the NT. The Executive Assistant is also responsible for providing a high level of customer service by means of attending to incoming telephone calls, greeting and directing visitors, maintaining confidentiality, responding to enquiries and ensuring the reception area is maintained in a professional, well presented manner.

Job Title:	Executive Assistant
Job Type:	Full Time
Reports To:	Registrar
Staff Reporting to this Position:	Nil

Main Duties include, but are not limited to:

- Perform a wide range of general clerical & secretarial duties.
- Manage incoming and outgoing communications.
- Maintain records, registers and databases.
- Reception and telephone duties.
- Set up and coordinate meetings and events.
- Maintain a dignified 'front office' of the Diocese of the Northern Territory.
- Make bookings such as travel and accommodation for the Bishop and other Diocesan staff members.
- Assist in financial processing functions such as payment of bills, data entry and managing petty cash.
- Create and update print and online publications.
- Other administrative duties as directed to support the Diocese of the Northern Territory.

Key Selection Criteria:

- Demonstrated experience in an Executive Assistant, or similar role.
- Advanced knowledge of Microsoft Suite Applications, including evidence of experience with print and online publishing.

- A high level of written communication skills and interpersonal skills, including the ability to communicate effectively, both verbally and in writing, with a diverse range of people.
- High level of organisation skills including the ability to prioritise work schedules.
- Demonstrated initiative, flexibility diplomacy and discretion.
- Strong understanding and commitment to confidentiality.
- Have an understanding and appreciation of the Anglican Church of Australia.

Special Conditions:

- Be subject to a satisfactory Police Check and hold a current Ochre Card.
- Hold a First Aid Certificate or willingness to complete within 3 months.
- Hold a current Drivers Licence.
- Comply with Faithfulness In Service standards.

Performance Goals:

- Complete tasks accurately and in a timely manner.
- Deal with others in a professional and courteous manner at all times.
- Maintain a safe work environment.

Applications:

Applications are to include a CV and a covering letter of no more than three pages. The Covering letter is to address the Key Selection Criteria above. It should also include the name and contact details of three referees, one of whom should be your Church Minister.

Applications are to be emailed to registrar@ntanglican.org.au , or addressed to:

The Registrar, Mrs Leeanne Zamagias
Anglican Diocese of the Northern Territory
GPO Box 2950
Darwin NT 0801

Or email:

registrar@ntanglican.org.au