



Eventide Lutheran Homes  
& Hamilton Village

## **Administration Officer/Receptionist**

Part-time 14 hrs per week (2 days)

Eventide Lutheran Homes and Hamilton Village (Eventide) is seeking applications from motivated, professional people with an outstanding approach to work ethics, workplace health, safety and wellbeing to become a member of our Administration Team.

The right person will be the “face” of Eventide therefore must portray immaculate presentation and maturity. Applicants must be conversant with all aspects of administration work including all Microsoft Office Programs, some experience of processing accounts along with the use of Quickbooks would be an advantage.

The successful applicant will be required to relieve other staff during periods of annual and sick leave.

Applications will be received until 5.00 pm on Monday, 19<sup>th</sup> November, 2018. Applications to be forwarded to Leanne Wilson, Administration Manager, 72 Ballarat Road, Hamilton, Vic. 3300 or email: [projects@eventide.org.au](mailto:projects@eventide.org.au)