



POSITION VACANT

We are seeking applications for a casual Receptionist position in the Presbyterian Church of Queensland Church Office.

This role is the first contact point with the Church Office. The successful candidate will need to have a good understanding of the Christian faith, and a demonstrated capacity and commitment to work effectively within the Christian principles and practices of the Church.

With this in mind, I ask that you please assist us in filling this position by:

- Announcing the vacancy at your upcoming worship services,
- Displaying the attached job advertisement in a prominent position, and
- Approaching congregation members who you feel may be suited to the role.

Please encourage anyone interested in the role to call me on (07) 3106 3266 or email me at lesleigh.hall@pcq.org.au if they would like further information, or to discuss the role in general.

Applications should be submitted in writing by 9 April 2021, marked **Confidential** and

email to: lesleigh.hall@pcq.org.au or
post to: Rev L J F Hall
 Operations Manger
 Presbyterian Church of Queensland
 PO Box 510
 Spring Hill Qld 4004

I sincerely appreciate your assistance in this matter.

Yours in Christ,

Lesleigh Hall
Operations Manager



Receptionist - Casual

We are seeking applications for a casual Receptionist position in the Presbyterian Church of Queensland Church Office, located at 369 Boundary Street, Spring Hill Q 4000.

This role will require a commitment of between 8 to 20 hours per week ordinarily on a Monday and Friday. However, flexibility in the days and the number of hours worked would be advantageous.

Remuneration will be at the rate for **Level 1 - Clerks - Private Sector Award (MA000002)**.

The main responsibilities involved with this role are:

The successful applicant will be responsible to the PCQ Operations Manager and work under the supervision of the Administration Assistant. The Receptionist will be responsible for reception duties, typing, banking, basic bookkeeping, filing, general office duties, mail, photocopying, database maintenance and assisting with meeting preparation and set up, with additional responsibilities being assigned from time to time.

The position involves interaction with Ministers, Elders and members of the Church. We seek a person with a good understanding of the Christian faith who can engage comfortably and effectively with people of Christian faith.

For this role, we are seeking skills in:

Relationship Management:

- Ability to communicate in a clear and concise manner that is easily understood.
- A thorough understanding of the need to meet deadlines, handle unexpected tasks and assist others as necessary.
- Willingness to work in a helpful and co-operative manner with other team members.
- Ability to anticipate others' needs wherever possible and provide assistance as requested.

Technical:

- Sound computer literacy with particular experience in the use of Microsoft software: Outlook, Word, Excel and SharePoint.
- Minimum typing speed of 50 wpm.
- Sound understanding of invoicing.
- Basic understanding of bookkeeping and accounting software preferable.
- Good phone manner.
- Good attention to detail.
- Basic understanding of how the Presbyterian Church operates is preferable.

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posted to: Rev L J F Hall, Operations Manager, Presbyterian Church of Queensland,
PO Box 510 Spring Hill Qld 4004