The Receptionist/Administration Assistant is responsible to the Principal through the Business Manager. The Receptionist/Administration Assistant position primarily focuses on attending to the needs of and providing support to St Francis Xavier College staff and students.

**General Responsibilities:**
- Reception duties including greeting phone calls, parents and visitors to the College
- Maintaining the appearance of the general reception area
- Maintenance of the sign-in/out register for staff and guests and issuing of identification tags to guests
- Ensuring messages are delivered to students and staff in a timely manner
- Undertaking typing of general correspondence, data entry and clerical duties
- Cash receipting and reconciliation of daily takings
- Sorting and distribution of mail into pigeon holes on a daily basis
- Taking mail to Post Office
- Photocopying, filing, laminating and assisting with the sending and receiving of faxes
- Photocopier maintenance, as required
- Management of courier deliveries
- Other duties as directed by the Principal and/or Business Manager

**Specific Duties & Skills:**
- Answering phone
- Ensure office equipment is maintained in good working order
- Maintaining and producing College student awards
- Production of the Daily Bulletin and maintaining student notice board
- Maintaining bookings for Interview Rooms
- Assisting with general organisation of excursions and major College events (e.g. bookings of buses, etc)
- High level communication skills
- Knowledge of Microsoft products
- Prior experience with SIMON and SAS2000 would be an advantage
- Level 2 first-aid accreditation is desirable

**General Work Description:**

An Education Support Employee is required to perform any combination of a wide range of functions under direct supervision.