

Casual Client Services Officer (P/T – 20 hours)

- Contribute to the work of the Sydney Anglican Diocese.
- CBD-based Christian professional services organisation

About us

Sydney Diocesan Services (SDS) is committed to supporting the building of God's Kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

About the role

This role is key in providing relief in our reception and assisting to ensure the smooth operations of the Sydney Anglican Offices. The offices are being redesigned to allow for flexible meetings and to be available to a broader audience. This role will be key in assisting in reception and greeting duties, meeting facilitation, updating web and other platforms to remain current and supporting ongoing office tasks. The role is on-site from Monday to Friday, working from 10am to 2 pm. Specific responsibilities include:

- Reception lunch relief and managing incoming calls ensuring sound transfer and management of calls.
- Meeting room booking, facilitation, event management, audio visual set up and clearing.
- Managing mail, parcel and courier deliveries
- Managing ad-hoc office duties such as managing storage and records, managing stationery, first aid supplies, petty cash and office maintenance requests
- Providing access using Salesforce

About You

You might be completing university and looking for a part-time role or you might be an experienced people orientated person who likes client contact and client services and wants to work part-time. Ideally, the successful applicant will have receptionist experience, or client services experience in an office environment. Attention to detail, strong written and verbal communication skills, and the capacity to manage time critical matters are essential. You will have strong skills in Microsoft Word and Adobe PDF. Applicants should also demonstrate excellent organisation skills, initiative and ability learn new skills, and a proactive attitude.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment. Being an active member of an Anglican church in the Diocese is an advantage.

SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Please email recruit@sydney.anglican.asn.au for a PD or to have a discussion on 02 9265 1555.
- Apply with a covering letter and resume to recruit@sydney.anglican.asn.au.

