

## Client Services Officer

**Full time role (negotiable), ideal for someone who is highly organised, can multitask and has a passion for event coordination and administration.**

### About us

Here at the Sydney Anglican Offices, we are 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.

Our Office Services team is a vital and experienced team who is focused on delivering exceptional services to our internal and external stakeholders. Everyday has new and exciting opportunities to support diocesan functions and contribute to the mission and vision of the Sydney Anglican Diocese.

We offer an opportunity for you to use your skills for a faith-based organisation committed to enhancing capacity for mission to grow God's kingdom and to gain valuable skills in client services position as you further your degree or build on your existing experience.

### 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. Reception and greeting duties, meeting facilitation, event and catering management. Supporting the ongoing office services tasks. This role is onsite from Monday to Friday working 8.30am – 5.00pm.

- Relief on reception, including announcement and transfer of phone calls, welcoming visitors and members to the offices, keep the reception area and meeting rooms presentable, ensure all entry and security procedures are followed.
- Maintain staff breakout spaces, ordering catering and cleaning supplies.
- Manage the set up/pack down of meeting rooms and events including catering and cleaning.
- Assist the Office Services Manager in administrative tasks including event management.

### Benefits

- CBD location, brand new offices (including coffee machine!)
- Professional development opportunities
- Salary packaging options
- Volunteer days



## About You

- Excellent phone manner and interpersonal skills.
- Good written and verbal communication.
- Proactive and innovative in your approach to work.
- Enjoy working in a team environment and collaborating with others.
- Ability to multitask and problem solve.
- Working knowledge of Microsoft applications, including Teams, Word and Excel.
- Looking to learn and take on new responsibilities in the development of this role.
- Some event management and catering experience desirable.
- Exposure and some understanding of the structure of Anglican Church Diocese of Sydney is advantageous.

Consistent with the ethos and values of the Sydney Anglican Offices, applicants for the position must have a demonstrated Christian commitment and are an active member of a church. Knowledge of the Diocese is an advantage.

- Please visit this [link](#) for the Position Description
- For other questions please contact Amy Bokalawela on 0414 769 963
- To apply send a cover letter and resume to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)

*The successful applicant will be required to undergo a National Police Check, a Safe Ministry Check and have a valid working visa.*

