QUEENSLAND CATHOLIC EDUCATION COMMISSION

PERSONAL ASSISTANT TO THE DIRECTOR - EDUCATION

SELECTION CRITERIA:

SC1 An understanding of and support for the ethos of Catholic education.

SC2 Extensive experience as an administrator, preferably as a Personal Assistant to a senior executive or in an equivalent role

SC3 High level interpersonal, organisational and communication skills

SC4 Highly developed skills in the use of various technologies, particularly in the use of Microsoft Office Suite and tele/video conferencing

SC5 Demonstrated ability to exercise initiative, accept direction and guidance as appropriate and to operate effectively in a team environment

SC6 Demonstrated ability to maintain the highest level of confidentiality