

Office Administrator – Catholic Schools Education Services

Archdiocese of Wellington

Catholic Schools Education Services (CSES) is a team of education professionals who provide high quality support and assistance to the Catholic schools of the Archdiocese of Wellington in the ongoing promotion and strengthening of Catholic Character and the development of theologically and spiritually formed teachers.

The Archdiocese of Wellington extends from Levin in the lower North Island to Westport and Kaikoura in the South Island of Aotearoa New Zealand.

The Role

This is an exciting opportunity to join our team. We are looking for an administrator who will thrive working in a busy environment supporting the needs of our consultants and the Vicar for Education. The person we seek will deliver outstanding customer service to our Catholic Schools community, to CSES consultants and to the staff of the Archdiocese. To succeed in this position you will have a high standard of administrative skill and be resourceful and resilient

This is a permanent part time position for 20 hours per week. Days and hours can be negotiated. The role involves work in the school holidays.

Information about the Archdiocese of Wellington can be found on our website: <https://www.wn.catholic.org.nz/>. Please detail your skills, qualifications and work experience in your cover letter as part of your application. You are welcome to make contact with Kelly Ross via email for further information about this position

Please email your cover letter and CV by 5pm, Friday, 17 September to k.ross@wn.catholic.org.nz