Administrator/Receptionist Wanted

FamilyVoice Australia — a leading Christian voice for family, faith & freedom in Australia — is seeking a capable, enthusiastic and dedicated person to provide reception and administration support services on a full-time paid basis.

You would be working with a small team to ensure the efficient operation of our busy national office in the Adelaide CBD. Your responsibilities would involve a wide variety of tasks during our normal office hours of 9 am to 5 pm, Monday to Friday.

The responsibilities of the position include:
- reception — attending to queries on the phone and in person, and forwarding messages;
- correspondence — processing incoming mail, faxes and emails and sending outgoing mail;
- financial — receipting and banking;
- data entry — into our customer relationship management system;
- mailings — preparation, coordinating volunteers, organising posting;
- miscellaneous — maintaining stocks, photocopying, keeping the office clean and tidy.

You would have the following qualities:
- a committed Christian in good standing with your church;
- a supporter of FamilyVoice Australia's civic ministry to our nation;
- a positive, encouraging manner in dealing with supporters particularly on the phone;
- computer skills including competence with Windows, email, database, word processing, spreadsheets, accounting software and internet searching;
- experience in administration in a busy office and meeting deadlines;
- good written and verbal communication skills;
- careful attention to detail.

This challenging and rewarding position provides an opportunity to enhance your experience and skills working with a small, friendly and dynamic team.

You are welcome to request recent copies of the FamilyVoice national magazine *VoxPoint* and state newsletter *VoxLink* as well as the leaflet entitled *What We Believe*.

If you wish to apply for the position, please supply the following information:
- personal details — full name, address, phone, email, date and place of birth, citizenship, family;
- church involvement — church attended, current and previous responsibilities or ministries;
- your view of the role of FamilyVoice Australia;
- education and training — eg, school results, other education or training, keyboard speed, word processing, database & bookkeeping skills;
- experience in office work;
- references — from your church minister and a previous employer (if applicable).

For more information phone Rob Nobel (National Administrator) on 08 8223 6383 - or make an appointment to visit the FamilyVoice office at 4th Floor, 68 Grenfell Street, Adelaide.

*Please send your application by Fri 27 March 2015 to Rob Nobel, National Administrator.*

FamilyVoice Australia, 4th Floor, 68 Grenfell Street, Adelaide SA 5000
Phone: 08 8223 6383, Fax: 08 8223 5850, Email: job@fava.org.au, Website: www.fava.org.au