



Recruiting for an Admin Assistant

About Us

Minaret College is an established educational institution and is one of Melbourne's leading faith based Colleges that strives to serve the community in the South Eastern Suburbs.

Minaret College caters for students from ELC to year 12. The College has enrolments of over 2000 students and employs over 300 dedicated staff across Springvale, Officer and Doveton Campuses. As the College is experiencing immense growth, it is seeking to recruit staff to meet the demands of a growing school.

Benefits of working at Minaret College

- Highly competitive salaries
- Professional Development
- Salary Sacrificing
- Extensive support and mentoring
- Supportive and Positive work culture

Skills & Experience

- Proven office administrative experience
- Excellent time management skills and the ability to multi-task and prioritise work
- Exceptional communication skills, both written and verbal

**Minaret College is committed to child safety.
For more details please visit the college website.**

All those with appropriate qualifications and experience are invited to apply. Successful applicants will be expected to support the Islamic ethos of the College.

Don't miss this opportunity to work with one of Melbourne's reputable Islamic college!

Please forward your resume and cover letter to: hr@minaret.vic.edu.au