

## Client Services/Administration

- **Not for profit > Client Services Officer/Reception Relief**
- **Full time 8.30am – 5.00pm**
- **CBD based – immediate start**

### About us

Sydney Diocesan Services (SDS) is a key part of the central administration of the Anglican Diocese of Sydney. Our main role is to provide a range of professional services to the Synod, to other diocesan organisations and to parishes in support of the mission work and many other ministries taking place across the 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 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.

### 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.
- Exposure and some understanding of the structure of Anglican Church Diocese of Sydney is advantageous.
- Some event management and catering experience desirable.
- Working knowledge of Microsoft applications, including Teams, Word and Excel.
- Looking to learn and take on new responsibilities in the development of this role.



Consistent with the ethos and values of SDS, applicants for the position are to have a demonstrated Christian commitment and personal qualities and attributes that align with SDS' values. Being an active member of an Anglican church with knowledge of the Diocese is an advantage.

SDS's values underpin the way we work, we offer professional development opportunities, and an Employee Recognition Program.

- Please call Amy Bokalawela – Human Resources Assistant on 0433 996 382 for the Position Description.
- Apply with your resume and a covering letter outlining your relevant skills and experience and explaining why you are a good fit for this role to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)
- Please call Louise Radcliffe – Office Services Manger on 9265 1567 with any inquiries about the position.

