



The Christian Community Hub Tanunda

Volunteer Administrative Assistant

Key responsibilities:

- ◆ Administrative support to the local supporting churches and the HUB Co-ordinator
- ◆ Customer service
- ◆ The creation of PPTs
- ◆ Excellent organisation and record keeping skills
- ◆ Excellent communication skills
- ◆ Competent or have willingness to develop Information Technology skills; including email, Word, Publisher and PPT, familiarity with Microsoft Office applications
- ◆ Proficiency in handling cash and banking

10 hours required per week

Induction training available

Police check required

For further information, contact:

Libby Schwartz on 8563 3748

Email: cchubtan@gmail.com

or call in to 83 Murray Street, Tanunda

