

Administration Officer

- **Surry Hills location**
- **Salary packaging option available**
- **Part time contract (22.8 hours per week) until December 2010**

The Smith Family is one of Australia's leading national, independent charities. We are committed to unlocking opportunities for disadvantaged children and their families to participate more fully in society, using education as the key.

We are looking for an enthusiastic and diligent addition to our small and dedicated Home Tutor Scheme team.

Assisting with the day to day operations of our English tuition program for migrants and refugees you will provide quality customer service, handle enquiries, manage tutor and student records, process correspondence and assist the coordinators in providing a professional service to clients and volunteers.

You will need and be able to demonstrate:

- excellent customer service skills and the ability to deal with people from a variety of backgrounds, including culturally and linguistically diverse communities
- very good oral and written communication skills
- strong computer literacy and some database experience
- strong administrative and interpersonal skills

People with a current NSW drivers licence and experience in TESOL are encouraged to apply.

More information on the position is in our application pack and all applications must address the essential criteria. To obtain an application pack, please go to www.thesmithfamily.com.au and click on 'Careers' then 'Current Vacancies'. For further information, please contact Edwina Hart on Ph (02) 8093 1655.

Closing date: Friday, 6 August 2010