

# Receptionist / Admin Assistant

📍 Hurstville, Sydney NSW (on site)

🕒 Part time (3 days per week Wednesday-Friday)

## About Us

The Anglican Schools Corporation (ASC) is a network of 18 schools operating across Greater Sydney, the South Coast and the Central West of NSW. We are committed to serving Christ by equipping students for His world, through the provision of affordable, quality Christian education.

## The Opportunity

This is an opportunity to join a dynamic, purpose-driven workplace where belonging matters and your work has lasting impact. Christ-centred values guide how we speak and act, and we approach all we do with a servant heart.

## The Role

You'll be the welcoming face and voice of ASC Group Office, delivering a polished front-of-house experience while supporting day-to-day office operations.

- Welcome visitors and manage incoming calls with warmth and professionalism
- Build positive relationships with contractors, vendors and regular visitors
- Coordinate meeting rooms, catering and event set-ups with care and attention to detail, and maintain a tidy, welcome reception area.
- Support internal events, including flexibility to work additional hours when required
- Assist the Office Manager with administration for the ASC vehicle fleet, including purchases, registrations and documentation
- Ensure all administrative records, procedures and databases are accurately maintained and up to date
- Processing billing, invoicing and general administrative duties
- Comply with safe work practices and participate in workplace consultation activities

## About You

- Friendly, approachable and confident, with a natural ability to engage people
- Professional and organised, with strong attention to detail and pride in your work
- Clear communicator with a pleasant, professional phone manner
- Customer-focused, with experience in reception, hospitality, events or client-facing roles
- You have a heart for ASC's Christian values and mission and enjoy serving others
- You hold a current and valid NSW Working with Children Check (or are willing to obtain one) and have full Australian working rights.

## How to Apply

If you're someone who enjoys creating welcoming experiences, supporting a busy office, and contributing to a purpose-driven organisation, we'd love to hear from you.

Send your application and enquiries to: [recruitment@tasc.nsw.edu.au](mailto:recruitment@tasc.nsw.edu.au)

**Applications close** at midnight on **24 April 2026**.

Please include both a cover letter (max 2 pages) outlining your experience, interest in the role, and alignment with ASC's mission and values, and a CV.

**Note:** Only applications submitted with both a CV and a cover letter will be considered. Incomplete applications will not be progressed.

Applications will be reviewed as they are received, and the position may be filled prior to the formal closing date.

*We kindly request that recruitment agencies not submit candidates for this role.*