



**Administration Officer
Toowoomba Catholic Schools Office**

Level 4 (\$59,347 - \$61,210)

Full time

Continuing position

Selection criteria

- demonstrated advanced level skills in the use of the Microsoft 365 suite, specifically SharePoint, Teams, Word, PowerPoint, and Excel
- demonstrated skills in complex event management
- demonstrated ability to be agile, innovative and solutions focussed
- demonstrated ability to build relationships and work with and across multiple teams
- empathy with the values and ethos of the Catholic faith