



WellSpring Office Administrator

Closing Date for Applications 30 September 2022.

WellSpring is a place where people gather as an open and inclusive community, formed in the contemplative Christian tradition. We companion people in their diverse responses to the Divine in all of life and celebrate this in creation.

We are seeking an experienced office administrator to provide administration support for WellSpring staff and volunteers. This position requires a friendly, courteous, and efficient person who will undertake a range of administrative duties in a team environment to contribute to the overall effectiveness of WellSpring's internal functions.

The Role - Office Administrator

- Part-time - Up to 2 days per week.
- Flexible and supportive work environment.

What you will be doing?

- While working closely with the WellSpring Managing Director, you will ensure our people are well supported from an administration perspective.
- You will offer and foster a welcoming and friendly approach for those who engage with WellSpring.
- You will enjoy working with a team of staff and volunteers, providing office administration to ensure smooth and efficient work systems.

About you

- You believe in the work we do at WellSpring
- You have experience as an office administrator or relevant role
- You have outstanding communication and interpersonal abilities

- You have excellent knowledge of office management software
- You have familiarity with office management procedures
- You have problem-solving skills to improve processes

Does this sound like you?

If this role interests you, please email your confidential CV and a cover letter to Kathy Cave, WellSpring Managing Director, at kathy.cave@wellspringcentre.org.au for further information.