



# Gulf Christian College

*Creating Opportunity*

**Prep to Year 9, 95 Students ~ Normanton, Qld  
(65% Indigenous)**

## College Receptionist

*Starting: Mid September, 2018 Full-time Term-time Position*

We are seeking an experienced and proficient College Receptionist to provide superior secretarial support to the Principal and to join our innovative and dedicated team at Gulf Christian College.

A comprehensive and thorough knowledge of Microsoft Office Suite is essential, together with current First Aid qualifications and experience.

The successful applicant will possess strong organisational and communication skills as well as a genuine desire for the wellbeing and care of young children.

The ability to support our College values and ethos as we work in partnership with our families to provide excellence in Christian Education is essential.

This will be a full-time term-time position commencing mid September 2018. Assistance with accommodation is available.

Gulf Christian College is owned and facilitated by Nambour Christian College

**To Apply: Applicants must complete all documents pertaining to this position located on our websites.**

**[www.gulfcc.qld.edu.au](http://www.gulfcc.qld.edu.au) or [www.ncc.qld.edu.au](http://www.ncc.qld.edu.au)**

The College's practices are based on Biblical Christian principles and values. Our staff are expected to embrace the Christian ethos and values of our College, as we teach, guide and direct the lives of our students.

Application forms must be submitted by Friday 24th August 2018.

Post to: CEO, Gulf Christian College

PO Box 500, Nambour Qld 4560

or Email to: [employment@ncc.qld.edu.au](mailto:employment@ncc.qld.edu.au)

For all enquiries Ph: 07 5451 3333