



Reception/Administration Assistant

Reception/Administration Assistant & First Aid Officer - Commence October 2026 (with potential for casual work prior to this)

Permanent part-time, term time (Monday to Friday from 8:00am to 4:00pm) (9-day fortnight)

We are seeking our next front office superstar who can bring their strong administration skills and love for customer service to become a valued member of our support team.

This is a great opportunity to commence your career journey with Mackay Christian College (MCC). We are a dynamic, leading multi-denominational, coeducational Christian college (Early Learning to Year 12), committed to providing a safe environment in which our students can develop academically, spiritually and socially through quality curriculum, modern facilities and dedicated, caring staff.

To be successful in applying for this role, it is mandatory that you have:

- A commitment to following set protocols and aligning with workplace policies and procedures
- Dedication to working as part of a team and establishing good working relationships
- Well-developed communication, interpersonal and negotiation skills with all stakeholders
- Proven ability to organise individual workloads to meet deadlines and client service standards
- Competence in the use of the Microsoft Office suite, demonstrating proficiency in Word, Excel, PowerPoint and Outlook, as well as confidence in navigating databases

A current 'Working with Children' Paid Blue Card or eligibility to obtain one is essential, prior to commencement. The position also requires a current First Aid/CPR Certificate, which the College will support you to obtain. Your training will also include diabetes management and seizure management.

A **Non-Teaching Staff Application** must accompany your CV.

Please include Reception/Administration Assistant as your email subject line and send to: mcc@mccmky.qld.edu.au.

MCC operates from a Christian foundation, with clearly established values, that inform our day-to-day operations. You will work for a Christian organisation that values its people and promotes leadership and innovation.