

PRESBYTERIAN CHURCH OF VICTORIA

ACTING CLERK OF ASSEMBLY
REV PETER W PHILLIPS
TELEPHONE: (03) 9650 9311
E-MAIL: office@pcv.org.au

OFFICE OF THE GENERAL ASSEMBLY
MEZZANINE LEVEL
156 COLLINS STREET
MELBOURNE VIC 3000
ABN 89 276 382 053



Administrative Assistant to the General Manager	
Role	To provide secretarial and administrative support to the General Manager and financial staff within the General Office of the Presbyterian Church of Victoria
Duties and Responsibilities	<ul style="list-style-type: none">• Preparation of agenda and papers for monthly meetings• Administration of policies and procedures• Generating and responding to correspondence• Communications with church officers and contacts• Maintenance of information databases including properties, trusts, insurance, personnel• Filing• Process and reconcile banking receipts• General administrative support and assistance to the General Manager• Other duties as assigned
Working Relationships	<ul style="list-style-type: none">• Reports to the General Manager• Under the authority of the Board of Investment and Finance• A member of the staff of the PCV General Office• Relating to church members and adherents including ministers, congregational officers and presbyteries

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Skills and Attributes	<ul style="list-style-type: none">• Experience in office administration• A warm and friendly personality• Self-motivation and initiative• A positive attitude• Flexibility and adaptability• High level of computer literacy including proficiency in MS Word and Excel• Organisational skills to manage multiple tasks and competing priorities• Attention to detail• Ability to work effectively in a team• Good communication skills, both written and spoken• Integrity• Take Responsibility for work and meeting deadlines• Demonstrate an active commitment to the Christian ethos of the church
Terms	<ul style="list-style-type: none">• Part-time position for 3 days per week (initially)• Location: 156 Collins Street Melbourne• Flexible hours and location• Remuneration based on skills and experience
Applications	Email your application to michael.ellison@pcv.org.au Closing date: Friday 16 February 2024