

PERMANENT PART TIME EMPLOYMENT
OPPORTUNITY
PARISH SECRETARY
OUR LADY OF LOURDES PARISH, LESMURDIE

Our Lady of Lourdes, Lesmurdie has a vacancy for a permanent part time parish secretary, 3 days (18 hours per week) on Tuesdays, Thursdays and Fridays. Applicants must be mature with proven administration and have experience with MYOB for payroll superannuation and ATO requirements and accounting purposes. High level of confidentiality required together with good communication skills and a demonstrated ability to use Microsoft Office, Excel, Publisher, Outlook and able to upload Parish Website content. An understanding of parish life and supportive of the ethos and values of the Catholic Church would be an advantage.

Applications close by Tuesday 2 March 2021.

To receive the Job Description and submit your application please email:

agency.support@perthcatholic.org.au