



## **OTUMOETAI COLLEGE**

### **International Office Assistant**

We are seeking to employ an Office Assistant to work in our busy International Department. It is an important role supporting all the international staff to ensure our international students programme runs efficiently.

The successful applicant must have

- Good communication skills
- An attention to detail
- Good administration skills

This is a fixed term position for 35 hours per week, 8 – 3.30, term time only. You will be working with a great team, experiencing a rewarding role and have the school holidays off to spend time with the family.

Relevant experience is preferred.

The position is to commence on the 28<sup>th</sup> of January 2019. The successful applicant will be required for training from the 2<sup>nd</sup> of December to the 12<sup>th</sup> December.

**Applications close by 2pm on 4 October 2019**

All applications must be made on the school application form. This can be found on our school website [www.otc.school.nz](http://www.otc.school.nz). Please submit your application with a cover letter and CV to [supportvacancy@otc.school.nz](mailto:supportvacancy@otc.school.nz)