



P&C ADMINISTRATION ASSISTANT

(CASUAL POSITION)

P&C and Other Associations Retail Award State 2012

The successful applicant must:

- ◆ be able to prepare creditors accounts on a weekly basis.
- ◆ have essential experience in preparation of wages;
- ◆ have excellent communication skills to liaise with P&C team members and the school body;
- ◆ be computer literate with required experience in Microsoft Excel.

If you believe you possess the above qualities, please email your resume and credentials to Chris WHITING at:

cwhit652@eq.edu.au

CLOSING DATE FOR APPLICATIONS:

Monday 08 February 2016

