



House Administrator – Fitzroy North
Permanent, part-time (0.4FTE)
8.30am – 4.30pm, two days per week with some flexibility (to be negotiated)
To commence as soon as possible

Applications are invited from suitably qualified and experienced people for the part-time role of House Administrator. This role is based in a convenient location at Fitzroy North in Melbourne. The position has some flexibility with days and hours along with favourable conditions of employment.

About the organisation

The Marist Brothers is an international Catholic religious order. The Fitzroy North community in Melbourne is a house for retired Brothers, some of whom have health needs. Specialist staff are employed to support these needs. All staff are required to be understanding of this environment and display sensitivity to all the members of the community.

About the role

This position reports to and works closely with the Community Leader. The role of House Administrator ensures the smooth operation and functioning of the Community House. Integral to the role is the requirement to establish and maintain positive and strong relationships with all members of the community.

Key responsibilities

There are four main areas of responsibility for the House Administrator - budget and finances, facilities and property maintenance, technology support, and staff liaison. The role requires an energetic, positive, and organised approach in order to proactively support the needs of the community and to ensure the house operates efficiently and effectively.

Skills and experience

- Understanding of and commitment to the Marist mission and a capacity to work within a faith-based environment.
- Proven experience to act with a very high level of confidentiality and with discretion.
- Excellent interpersonal skills, demonstrating the ability to establish harmonious working relationships and to communicate in an effective and mature manner.
- Proven and successful experience working effectively in a team environment.
- Strong written and oral communication skills.
- A high level of problem-solving and organisational skills.
- Experience in basic financial management and budgeting processes; routine maintenance of facilities and equipment; knowledge of computer hardware and software; liaising with staff.

For any enquiries or to receive a copy of the Position Description, please email recruitment@marists.org.au

How to apply

If you have the skills, experience and attributes listed in the Position Description, please forward your covering application letter addressed to Br John McMahon, along with your current resume and stating House Administrator in the subject line to: recruitment@marists.org.au

Applications close at 5.00pm on Wednesday 8 March.

The Marist Brothers are an equal opportunity employer and committed to the principles and practices of Safeguarding within our organisation.

Only candidates with the right to work in Australia may apply for this position.