



## **IT AND OFFICE SUPPORT ADMINISTRATOR**

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

The IT and Office Support Administrator is responsible for providing IT and administrative support and assistance to the Sisters and staff in the NSW Region. We are looking for someone who has the IT skills to set up new equipment for users and who can provide level 1 user support to sisters and staff and who has the technical and communication skills with a genuine desire to help others. This role reports to the regional Business Manager and receives day to day direction from the Coordinator Support Services. The role is part of a small and dedicated team at the Regional Office in Croydon. Due to the nature of the role, this role is office based, working 15 hours per week. We are able to negotiate the days and hours with the successful candidate.

### **KEY RESPONSIBILITIES:**

- Consult with our provider regarding phone and internet requirements.
- Assist with the purchase and maintenance of all IT resources (laptops, iPhones and iPads).
- Liaise with internal and external IT staff and suppliers.
- Setting up devices according to the need/competencies of staff and sisters.
- Maintain records of devices and users and monitor usage using established systems.
- Provide basic IT support and assistance to Sisters and staff.

### **ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):**

- Demonstrated experience in a similar position including setting up IT equipment for users and providing IT user support.
- Demonstrated experience with computers, iPads and iPhones including Windows 10/11, OneDrive & Adobe Acrobat.
- Ability to work effectively with sisters, especially those who have basic levels of competency and experience with technology.
- Effective communication skills.
- Demonstrated ability to work independently and as part of a small team.

All staff are expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding'

The successful applicant will be asked to consent to a national criminal history (police) check.

For further information about the Sisters of Saint Joseph, please visit [www.sosj.org.au](http://www.sosj.org.au). For more information about the role, please obtain a position description via [hr@sosj.org.au](mailto:hr@sosj.org.au). Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to [hr@sosj.org.au](mailto:hr@sosj.org.au) by **9am on 3 October 2023**.