



## Senior Administrator/Secretary - Development Office (1.0)FTE

Founded in 1882, Brighton Grammar School is an Anglican Independent boys' school passionate about developing, inspiring and guiding each boy on his journey to manhood. The School has a current enrolment of 1170 students from ELC-Year 12.

The School is seeking a Senior Administrator/Secretary to join the Development and Community Relations Office.

### Position Overview:

The Development Office Senior Administrator/Secretary will play a key role in the efficient operation of the Development Office by providing pro-active, timely and effective support to the Director of Development and Community Relations and other Development Office staff, undertaking a wide range of marketing, alumni and fundraising responsibilities that contribute towards the achievement of Development Office goals.

There is a high level of accountability associated with this role and the efficient operation of the Development Office relies strongly on the skills and experience of the individual. Advanced level Synergetic (or similar) database skills are essential.

The Development Office is the centre for all philanthropic giving within the parent, past parent and Old Boy communities. In this respect there is regular contact with a wide range of members of the Brighton Grammar School Community. The Senior Administrator/Secretary must maintain effective relationships across the School Community, therefore well developed communication skills and a commitment to excellence in customer service are essential.

### Core Requirements:

- Advanced level computer skills including database management (Synergetic or similar) and the full suite of Microsoft Office programs (Word, Excel, PowerPoint, Publisher).
- The ability to generate complex and accurate MS Queries.
- The ability to generate complex and accurate Crystal Reports.
- Strong organisational and administrative skills and a demonstrated ability to prioritise work flow.
- The ability to make sound judgements, coordinate events and activities and meet deadlines without supervision.
- Well developed oral and written communication skills.
- The ability to manage customer concerns quickly and positively.

Experience in contributing to a varied work environment with a strong team focus would be an advantage.

This position provides an exciting opportunity to make a significant contribution to the growth of the School.

A position description is available on our website: [www.brightongrammar.vic.edu.au](http://www.brightongrammar.vic.edu.au). Applications will be treated in confidence and should be forwarded to: [careers@brightongrammar.vic.edu.au](mailto:careers@brightongrammar.vic.edu.au) or

Manager Human Resources  
Brighton Grammar School  
90 Outer Crescent  
BRIGHTON Vic 3186

Applications Close: Monday 16 November 2009