

ADMINISTRATION ASSISTANT – VISITOR RECEPTION & HUMAN RESOURCES

Our Lady of Mercy College, Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.

Applications are invited from suitably qualified, dynamic, experienced people for an Administration Assistant-Visitor Reception & Human Resources.

The primary focus of the role is to work in Visitor Reception and support the administrative functions of human resources, in conjunction with the Human Resources Coordinator.

The successful applicant will be highly motivated, adaptable and have the capacity to work in a busy environment.

Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for the position description, application instructions and information about the College.

Start date: as soon as possible

Terms: ongoing, full time

Salary and conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022, level 3 Education Support Employee and are dependent upon qualifications and experience.

Applications close: 8am, 9 February 2026. We encourage submissions as soon as possible; applications will be reviewed as they are received, an appointment will be made as soon as practicable.

How to apply:

Please address applications to Judith Weir, Principal and email the following *four* attachments to applications@olmc.vic.edu.au:

- The OLMC Employment Application form
- A cover letter, addressed to Judith Weir, Principal
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

Applications submitted without the required documents will be ineligible for consideration.

All candidates must provide evidence of having the right to live and work in Australia, hold or be willing to acquire a valid Working with Children Check and undergo a National Police Record Check. If shortlisted, two to three referees will be required, one being the current employer.

Our school community promotes the safety, wellbeing and inclusion of all students.

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