



australian girls choir

Receptionist/Administration Assistant – Team based, collaborative environment.

The Australian Girls Choir (AGC) is in its 33rd year as the country's leading performing arts organisation for girls. We currently have over 5500 choristers training in Adelaide, Brisbane, Melbourne, Perth and Sydney.

The AGC Team are searching for a confident, enthusiastic and positive individual who has exceptional interpersonal skills, a can do attitude and takes pride in their work. With the ability to settle within a great company the Receptionist provides a pivotal role, receiving queries and relaying messages across the national team.

About the opportunity:

Connecting with stakeholders, prospective and currently enrolled families enquiring about AGC classes, events and programs, the receptionist has a central role as the voice of ASPA. As the first point of contact, handling a large volume of incoming calls, you ensure a high level of customer service and professionalism; preserving our image of excellence. Your experience in reception has prepared you to deal with a concentration of phone calls and juggling tasks.

Assisting with enrolment and re-enrolment of our 5500 plus Australian Girls Choir families, including data entry you are IT savvy, and have proven experience in time management and organisation. A natural team player, you are eager to help with different tasks to get the job done. Your job is constantly supplemented by different departments requiring assistance with jobs and mini projects. Undertaking volumes of music photocopying or collating class booklets you understand that little tasks undertaken and executed well provide a great level of team support. Your ability to learn quickly reflects in the ability to impart ASPA's complex offerings, providing accurate information to potential and current clients.

Working in an attractive, light filled office based in Kew, the position will reflect a full time workload, from Monday through to Friday – 9.00am to 5.00pm.

About you:

- Experience working in an office environment, with a high level of professionalism & attention to detail
- Previous Administration experience, with well developed computer skills
- Exposure to the Performing Arts industry is highly desirable
- Excellent communication with polished interpersonal skills, you love people!
- Demonstrated enjoyment of getting professionally involved in (big and) small tasks
- Ability to thrive in a fast-paced environment; remaining flexible, calm and focused under pressure.
- A positive 'can-do' attitude and team-oriented approach.

About Us - ASPA – Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest for the performing arts

brings together many people from a variety of backgrounds with unique skills.

- We value the **individual growth** and contribution of our staff members with many long-standing employees of more than 10 years.
- We provide **ongoing training and development** opportunities. We aim to connect, inspire and support every staff member.

While we are looking for a particular set of skills and experience, we are also looking for someone who shares our values – respect, integrity, collaboration, innovation and excellence – as we know this is the key component to long term success together.

We are eager to appoint the successful applicant and will therefore be reviewing applications on receipt, so send without delay your one page expression of interest and resume (in one document) addressed to Hayley Hawksford hr@aspagroup.com.au. Applications close **Friday 22 September 2017**.

agc australian girls choir

a3 australian arts alive

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