

## Job Vacancy

### Administration Officer—based in Inglewood

15hrs per week—school terms only

Catholic School Parents WA are seeking a highly motivated Admin Officer to join their team. If you would enjoy a varied and challenging role, then this may be the job for you, Strong Microsoft 365 skills with an emphasis on accuracy are essential. Knowledge of website management would be highly regarded.

To access the selection criteria please go to [www.csp.wa.edu.au](http://www.csp.wa.edu.au) .Closing date for applications is Friday 26th February at 5pm.

Initial enquiries and applications can be directed to Siobhan on 0409 025 683 or email [siobhan@csp.wa.edu.au](mailto:siobhan@csp.wa.edu.au)

