



**BIBLE
SOCIETY**

Live light

Warehouse Office Assistant

Flexible PT or FT role | Erskine Park, NSW

A flexible, unique and diverse Office Assistant position is available at Bible Society Australia's Erskine Park warehouse. We are seeking an enthusiastic person with strong administration skills and a good telephone manner to join our team. This position will incorporate an interesting and broad range of tasks and is ideal for someone who describes themselves as fast and accurate with good time and workload management skills.

Bible Society Offers:

- . 30-38 hours per week, as negotiated. (Hours must be worked over a 5 day week)
- . Friendly team environment

Role Specifics:

Responsibilities will include:

- . General administration
- . Answering phones and filing
- . Data entry/stock file maintenance
- . Liaison with suppliers
- . Purchase order follow-up
- . Call Centre customer service
- . Administration support to Catalogue production team (including some Excel data analysis on product sales figures and catalogue product selection input)

Key Criteria:

- . Administration experience required
- . Call Centre experience (desirable)
- . Above average computer skills, including Word, Excel, Outlook and internet usage
- . Good written and verbal communication skills
- . Excellent interpersonal skills
- . Good mathematical ability
- . Product knowledge (preferred)
- . A willingness to work both independently and as part of a team

The successful applicant must also have a keen eye for detail, an investigative mind and the ability to promptly identify and solve problems.

Bible Society Australia (BSA) is an Australian not-for-profit charity dedicated to making the Bible available to all people, in Australia and around the world, in a language they can understand, in a format they can use, and at a price they can afford. Founded in 1817, BSA is part of a fellowship of 146 Bible Societies around the world. The mission of BSA is to translate, publish, distribute and engage people with the Bible, both in Australia and internationally.

TO APPLY

Send a resume with cover letter, noting your availability to:

e: warehouse@biblesociety.org.au

Closing Date: June 17 2016