

ADMINISTRATION OFFICER Maternity Leave Cover (Fixed-Term) Deniliquin, NSW Part-time, 20 hours per week

The Role:

South West Music Regional Conservatorium (SWMRC) is currently seeking an Administration Officer to join our team on a part-time basis (20 hours per week) to cover maternity leave. This vital role is based in our Deniliquin Office and reports directly to the General Manager. Whilst this is a maternity leave cover, there may be potential opportunities to continue with the SWMRC after the end of contract.

As the first point of contact for our students, families, and visitors, you'll play a key role in ensuring our daily operations run smoothly. If you're highly organised, tech-savvy and enjoy working in a collaborative, community-focused environment – this could be the perfect opportunity for you.

Key Responsibilities:

- Provide outstanding customer service as the first point of contact (phone, email and in person)
- Manage enrolments, teacher timetables and ongoing communication with families
- Maintain office systems, records and correspondence to ensure smooth daily operations
- Coordinate outsourced finance services
- Provide general administrative support to the General Manager

Key Selection Criteria:

To be successful in this role you will have the following experience and attributes:

Essential Criteria:

- Excellent customer service and communication skills
- Strong organisational and time-management abilities
- Ability to work both autonomously and collaboratively in a small team
- Proficiency in MS Office (Outlook, Word & Excel)

Desirable:

- Basic experience with Xero accounting software
- Experience administering payroll
- Skills in project management
- Willingness and ability to learn new systems

How to apply:

To obtain a full Position Description please email admin@swmusic.org.au or to speak to someone about this role contact Emily Thomas on 03 5881 4736

To apply, please submit your CV and a 1-2 page cover letter addressing the key selection criteria to admin@swmusic.org.au

Closing date:

We are committed to filling this role quickly, so while applications for this role will close on Thursday 19th June 2025, we will be reviewing applications as they are received and may commence interviews prior to the closing date.

To avoid missing out apply now.

