



# NAMBOUR CHRISTIAN COLLEGE

P-12 1150 Students ~ Sunshine Coast, Qld

## Administration Assistant (Junior Sport)

We are currently seeking an individual who has strong organisational and computer skills with a passion for sport, together with a sport coaching qualification.

Well developed skills in Microsoft Office software with a keen aptitude for computer programs are essential. Experience with coordinating student sporting teams and coaching staff is necessary.

This position will have an immediate start. Hours of work will be approx 15 hours per week on a school term-time basis.

**To Apply: Applicants must complete all documents pertaining to this position located on our website [www.ncc.qld.edu.au](http://www.ncc.qld.edu.au)**

The College's practices are based on Biblical Christian principles and values. Our staff are expected to embrace the Christian ethos and values of our College, as we teach, guide and direct the lives of our students.

Application forms must be submitted by Friday 8th September 2017.

Post to Head of College, Nambour Christian College,  
PO Box 500 Nambour Qld 4560

or email to [employment@ncc.qld.edu.au](mailto:employment@ncc.qld.edu.au)

For all enquiries Ph: 07 5451 3333