



CATHOLIC ARCHDIOCESE OF MELBOURNE

## Expression of interest

Administrative staff - casual and short-term opportunities in Reception, Administration and Facilities

To submit an expression of interest for casual and short-term contract employment opportunities that match your availability, skills and experience, please ensure you send through a covering letter and attach your resume with two referees.

By joining our administrative staff talent pool, your resume may be reviewed by our Human Resources team as casual and short-term opportunities arise. This will not preclude you from applying for other positions that you see advertised on our employment page - <http://www.cam.org.au/Jobs>

### Other Relevant Information:

1. Applications must be addressed to: [recruitment@cam.org.au](mailto:recruitment@cam.org.au)
2. The successful applicant will be required to undergo a Criminal Records Check and hold a valid Working with Children Check.
3. For further information, contact Trish Fazzino, Human Resources Partner on 9926 5780.

*The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.*