



Holy Trinity Cathedral, Auckland

Job Vacancy

Holy Trinity Cathedral is seeking to appoint a new staff member to our team.

Cathedral Secretary and Receptionist

35 hours per week - 9am-4pm, Monday to Friday

Good management of the Cathedral office is key to our ministry.

This role will include:

- front desk and telephone reception
- office management
- administrative support for Cathedral clergy, staff, committees and ministries
- PA support to the Dean

Key attributes and skills:

- a commitment to working as part of a team
- an attitude of hospitality
- the ability to work with a wide variety of people
- self motivation and initiative
- excellent communication skills
- excellent administration skills
- computer skills and familiarity with Microsoft office
- a sense of humour!

For more information on this position, please contact The Dean, Jo Kelly-Moore on 303 9502 or deanjo@holy-trinity.org.nz. To apply, please submit a CV and covering letter stating why you are applying to the Dean by Tuesday, 21 February, 2012.

***Cathedral Office 09 303 9500
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www.holy-trinity.org.nz***