



Australian Education Union - ACT Branch
Offices: 40 Brisbane Avenue Barton ACT 2600
Telephone: 02 6272 7900 Fax: 02 6273 1828
Email: aeuact@aeuact.org.au Web: www.aeuact.org.au

Position Vacant

Receptionist

Three days per week (0.6 FTE).

Maternity cover contract for 9 months with possible extension.

The Australian Education Union - ACT Branch invites applications for the above vacancy. Members of the ACT Government Service are eligible to take LWOP from the employer to fill this position.

Special Conditions

Salary: \$52,991 (pro rata)

License: It is a requirement of this position that employees have a current driver's licence and a registered and appropriately insured motor vehicle for use in the position. Employees are entitled to an allowance for work related travel.

The AEU's Objectives

- To obtain and secure for its members the best possible conditions and proper and sufficient remuneration and to guard them against any hardship, oppression or injustice in connection with their employment.
- To foster, protect and promote the interests of government and public education, including kindergarten and preschool education, infants and primary education, secondary education, technical and further education, education at universities and colleges of advanced education and recurrent education.

Position Description

Please refer to the Position Description for details of the role and relevant selection criteria.

Applications

Applications addressing the selection criteria, together with a CV, should be emailed to the AEU Office at aeuact@aeuact.org.au by 4:30pm on Monday 12 February 2018. For further information please contact Dawn Nixon, Business Manager at the AEU Office on 02 6272 7900.