

**Database and Administration Assistant (16 hours per week)**

Are you interested in being part of a team committed to supporting mission and development projects around the world? If so, this position maybe right for you. It is a permanent part-time position of 16 hours per week centrally located in Adelaide, and supporting the Administration office in the activities necessary for the work of Global Mission Partners. The successful applicant will be part of a small reception team and manage Salesforce, the database GMP uses.

Global Mission Partners is the mission agency of Churches of Christ in Australia, involved in Indigenous projects, international church partnerships and ministry, and in community development in Australia and Overseas. (For more information please visit our website [www.gmp.org.au](http://www.gmp.org.au)).

Applications must address the following selection criteria: an interest in global mission, efficient and accurate data entry skills, strong attention to detail, excellent organisational skills, experience in database management, personal reliability, and contributing to and working as part of a committed team. The successful applicant will report to the Finance and Administration Manager.

Remuneration is based on the Clerks – Private Sector Award 2010, subject to relevant experience and qualifications. The exact days will be negotiated with the successful applicant, but are flexible.

To apply please send an application, and a brief resume including the names and contact details of two referees. Applications close at 5pm on Monday 14th August and may be sent to Lisa Szepessy, Finance and Administration Manager, PO Box 341, TORRENSVILLE PLAZA SA 5031 or lisa@gmp.org.au. Enquiries on (08) 8352 3466.