



Administration Assistant (Part-time 16 hours per week)

The Association of Heads of Independent Girls' Schools (AHIGS), NSW consists of 31 independent girls' schools across NSW and provides inter-school activities to its members' schools. The AHIGS office is located in North Ryde.

This position entails accounts payable data entry and other administrative duties. Applicants should have experience in Microsoft Office, attention to detail, good communication skills and the ability to work independently. Experience in MYOB data entry is desirable but not essential.

Applications close Saturday 6 May 2017. For more information and a detailed job description please see the AHIGS website (<http://ahigs.nsw.edu.au/>).

Completed applications should be emailed to Sue Gunter at accounts@ahigs.nsw.edu.au.