



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

WHANAU/ADMINISTRATIVE ASSISTANT

Permanent position (7 hours per day, 35 hours per week, Term Time only)

Mission Heights Junior College is seeking an efficient, organized and positive person with experience in general administrative duties to work in our Student Services Whanau area. To commence Term 2, 2018 (Monday 30 April, 2018)

For a position description and application form, and all submissions, please contact ayoung@mhjc.school.nz. Information will also be available on our website, www.mhjc.school.nz, under 'About us', 'Employment'.

Applications close Friday 16 February, 2018 @ 4 pm.