



Katikati College International Administrator & Homestay Coordinator

Commencing 2 September 2024

Our rural, co-educational college is seeking a skilled office administrator and homestay coordinator to join our dynamic international department. You will be joining a developing team who are interested in young people and dedicated to growing connected learners. This is a unique position that requires large amounts of passion and care for students, a calm and understanding personality and flexibility as days can be everchanging.

Permanent - 30 hours per week (with the potential to increase).

The successful applicant will have.

- Excellent people skills with ability to build relationships with a wide range of people.
- A high level of cultural awareness and understanding of the challenges cultural differences can raise.
- The ability to prioritise tasks and maintain a calm and professional manner in time restrictive environments.
- Good administrative skills, including proven competence with the Microsoft Windows suite.
- A full drivers licence.
- An appreciation of the importance of marketing.
- Thrive working in high pressure situations.

Please visit <https://www.kkc.school.nz/about/employment-opportunities/>
For an employment application form.

Completed Application Form along with CV and Cover Letter to be emailed to Angela Macdonald at amacdonald@katikaticollege.school.nz

Applicants for this position must have NZ citizenship, residency, or a valid NZ work visa.

Applications close on Monday 22 July 2024 at 12 noon