

June 2025

**Casual Receptionist (Sunshine)**

Thank you for your interest in the above position.

If, after reading the job description you have any questions, please call reception on 8746 1000 and ask to speak to Melanie McGrath, AMEP & SEE Administration Coordinator.

If you decide to submit an application please:

- Address your application to the AMEP & SEE Administration Coordinator;
- In a separate document, write to the Key Selection Criteria listed in the job description;
- Attach a current resume; and,
- Submit your full application by:
  - o email to [jobs@djerriwarrh.org](mailto:jobs@djerriwarrh.org) or
  - o post to 239 Station Rd, Melton Vic 3337

**Please note:**

- **Applications close:** 5:00pm Tuesday 17 June 2025
- **Applications not fully addressing the Key Selection Criteria will not be considered.**

For information about Djerriwarrh please visit our website: [www.djerriwarrh.org.au](http://www.djerriwarrh.org.au)

Regards

Melanie McGrath  
AMEP & SEE Administration Coordinator  
03 8746 1000