

February 2026

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 or
 - o post to 239 Station Rd, Melton Vic 3337

Please note:

- **Applications close:** 5:00pm Tuesday 10 March 2026
- **Applications not fully addressing the Key Selection Criteria will not be considered.**

For information about Djerriwarrh please visit our website: www.djerriwarrh.org.au

Regards

Melanie McGrath
AMEP & SEE Administration Coordinator
03 8746 1000