APPLICATION INFORMATION

CASUAL RECEPTIONIST - KNOX

Applications

To apply for the role of Casual Receptionist – Knox, please provide your resume, and cover letter to employment@citylife.church. Applications close 27 November 2026.

Interviews may commence prior to the closing date and appointment may be made prior to the closing date if a suitable applicant is found.

Position Description

A detailed position description is attached.

Employment Information

Salary

The salary may be discussed at the interview.

Commencement Date

It is anticipated this role will commence as soon as possible.

Please note that that we can only accept applications from those applicants who have Australian citizenship or full working rights for Australia.

Acknowledgement

All applications received will be acknowledged by email. Interviews will be made by appointment.

Further Enquiries

All enquiries should be directed to Justine Fung via email employment@citylife.church or via reception on 9871 8300 during business hours.

Privacy Statement

The information that you provide on this application form will be used by CityLife Church management to assist in our assessment of your suitability or otherwise for the position being filled. This information will be kept in strict confidence and used only by those who are involved in the employment process.

For further information regarding our use of information or for a copy of the complete CityLife Church privacy policy please visit our website at http://www.citylifechurch.com/privacy.aspx or request a copy of our privacy policy from Reception during business hours.

Position Description

Job Title:	**Knox Receptionist - Casual Position**
Works closely with:	All Staff
Probation Period:	N/A
Full Time Equivalent:	N/A
Budget Control:	N/A
Staff Reporting to:	N/A

Role Purpose

To be the first point of contact with the Church staff to all telephone callers and visitors during office hours. To ensure that all telephone callers and visitors are directed to the appropriate staff member in a pleasant, warm and efficient manner.

Role Responsibilities

1. Daily

a) Operate telephone system to handle all incoming telephone calls, answer inquiries and direct to appropriate personnel, and take messages for staff members.

b) Greet and direct CityLife visitors and contractors who arrive at Reception for meetings and appointments liaising with staff members.

c) Receive and record deliveries and contact the relevant staff member for prompt pick up.

d) Perform general office administration as required.

e) Attend to the preparation, recording and posting of all outward mail.

f) Order and arrange delivery of flowers when requested by authorised staff.

g) Clear the CityLife Church general email box.

h) Keep the waiting area clean and tidy.

i) To perform the Post Office mail run as needed driving to and from the designated Post Office using church vehicle.

j) Distribute all incoming mail, including inter-department mail from/to CLCC, CityLife Church and WCC.

k) Distribute e-mail messages to the appropriate staff member.

General Responsibilities

a) Assist with any church mail outs, appropriate workflow administrative tasks and printing jobs.

b) Perform other tasks as requested.

Key Role Outcomes and Measurements

a) Monitor the reception area to ensure it is clean and welcoming.

b) Answer and direct incoming calls promptly and courteously.

c) Clear and professional communications with clients, visitors, and staff.

d) Demonstrates commitment to the Core Values of CityLife Church and acts consistently in accordance with CityLife values and challenges practices inconsistent with these values. Uses values as a basis for managing relationships and decision making.

CityLife Church is committed to the safety, protection and wellbeing of all children and young people across all of our congregations and worksites. CityLife Church has implemented a range of child safety measures including a Child Protection Policy and Code of Conduct. We advise applicants that CityLife's standards of rigorous screening and ongoing supervision/ accountability are reflective of this commitment. Our staff and volunteers are required to have a current Working with Children Check and undergo Police Checks where applicable. A copy of CityLife's Child Protection Policy and Code of Conduct are available on request.

VALUES

Our mission and vision flow out of our values. Values define what we believe is important, shaping our decisions, behaviours, and culture. Shared core values are the foundation of unity and provide the framework upon which all ministry and activity is built.

The Apostle Paul encourages us to be "like-minded, having the same love, being one in spirit and of one mind" (Philippians 2:2). In response, we are committed to cultivating and pursuing biblical Kingdom values that reflect the heart and character of Christ.

As church staff, we are called to model these values in the way we lead, serve, and relate to others, intentionally creating a culture where they are lived out and imparted to our congregation.

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1. ***We are a Jesus-Centred Church.*** We centre our lives on Jesus - His gospel story shapes who we are, how we live, and what we do.
2. ***We are a Spirit-Filled Church.*** We are empowered by the Spirit of God - His presence transforms us, His gifts enable us and His Word guides us.
3. ***We are a Welcoming Church.*** We are one church in many places - every generation, culture and person is welcomed, valued and invited to contribute.
4. ***We are a Life-Sharing Church.*** We build loving, authentic and life-giving relationships together in community.
5. ***We are a Disciple-Making Church.*** We grow into the likeness of Christ - applying God's Word and following His ways as disciples who make disciples.
6. ***We are a Hope-Bringing Church.*** We share the hope we have in Jesus with compassion and care – putting love into action.
7. ***We are a Multiplying Church***. We are on mission - sending disciples and multiplying ministries and congregations to expand His Kingdom near and far.