Personal assistant

**Department:** Executive Team

**Reports to:** **Key Relationships:** Directors, Senior Managers.

**Manages:** Receptionist

### **COMPANY VISION and Values:**

Vision: To be Australia’s leading choice for commercial property development.

Values: Collaboration, Passion, Excellence, Innovation.

### **Purpose of position:**

To support the Directors and Senior Managers with all diary, administration and office duties.

**Specifically:** As the central point of contact for Directors and Senior Managers, you will be required to manage their schedules and activities including all travel arrangements, appointments and lunch events. This also includes managing all correspondence, minutes and general office admin. You will be responsible for ensuring the office runs efficiently day to day and manage the role of receptionist.

### **Key Performance AReas:**

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| DUTIES AND RESPONSIBILITIES | EXPECTED OUTCOMES |
| * Management of Director and Senior Manager diaries including scheduling meetings; booking domestic and international travel. | * Diaries will be up to date, any conflicts are to be managed appropriately. Stakeholders are kept informed of meetings ahead of schedule. * Travel arrangements will be booked cost effectively and accurately. Stakeholders will be kept informed of all flight arrangements. |
| * General administrative duties such as processing private health claims, paying invoices etc. | * Admin duties to be performed in a timely and accurate manner, reducing any instance of late payments. * Maintain interpersonal relationships with relevant internal stakeholders. * Incidents and problems are identified and resolved promptly to a satisfactory level. |
| * Organising Directors’ lunches and internal lunches as required, including the preparation of powerpoint presentations. | * Event planning and delivery to a high standard including booking, arranging catering and assisting with the event management. * Event to be delivered within budget. |
| * Typing of correspondence and minutes, scanning documents and managing filing system. | * Management of the entire back office ensuring all correspondence is recorded and filed accurately. |
| * Managing direct report – Receptionist. | * Day to day management of the receptionist, including assigning workload, training and performance management. |

### **QUALIFICATIONS AND EXPERIENCE:**

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| ESSENTIAL | GOOD TO HAVE |
| * Proven experience in a similar PA role reporting to Director level. * An excellent working knowledge of Microsoft Office 365. * Experience in creating powerpoint presentations at a senior level. * Experience managing multiple diaries for key stakeholders. | * Broad knowledge of the property industry. * A good understanding of XERO software. * Event planning and management experience. |

### **KEY BEHAVIOURS:**

* Ability to multitask, organised, and prioritises to effectively meet deadlines
* High attention to detail
* Flexible
* Accepts responsibility for actions
* Ability to work smarter by being innovative and proactive
* Ability to deal with pressure and sensitive situations, displaying composure and discretion and maintaining confidentiality at all times
* Committed to quality
* Leads by example