Personal Assistant / Administrative Assistant

The Association of Independent Schools of NSW (AISNSW) is the peak body for independent schools in NSW and provides a range of services to independent schools across NSW and the ACT.

We currently require a very experienced Personal Assistant to support one of our leaders in a high-level executive capacity. As the position is part of a large team, it also includes a variety of administrative responsibilities. It would ideally suit someone who enjoys a challenge, can multi-task and is adept at balancing competing demands and priorities to ensure the efficient functioning of the team. The person in this position may at times be the first point of contact for their team, so will need to be able to liaise effectively and professionally with a range of stakeholders.

The successful applicant will have exceptional oral and written communication skills and excellent organisational and time management skills. The ability to work confidently with the Microsoft Office suite, particularly Excel, is essential as is the ability to work in a team environment and deal with sensitive issues with the utmost confidentiality.

Position description

The duties of a Personal Assistant / Administrative Assistant at AISNSW could include:

- Management of communications including responding to phone calls and email enquiries
- Organisation of meetings including correspondence, documentation and catering as required.
- Coordination of briefings, workshops and conferences including liaising with external venues regarding catering, IT and set-up requirements
- Preparation of Excel Spreadsheets to assist with monitoring and analysis of financial records
- Communication with senior staff across schools, government departments and other stakeholders
- Prompt and correct storage of activity data in a central records management platform so that data is readily available for monitoring and reports
- Preparation of correspondence and other documentation
- Other duties as required by the Chief Executive.
Personal attributes

To be successful in this position, applicants will need to have:

- Highly developed organisational skills and the ability to manage multiple tasks simultaneously while maintaining quality and meeting timeframes
- Well-developed interpersonal, oral and written communication skills, with an ability to engage and communicate with all stakeholders
- Competence in the use of the Microsoft office suite, particularly Excel
- Experience in establishing and maintaining administrative processes
- Experience in coordinating events, including liaising with external venues regarding details for briefings, workshops and conferences.
- An eye for detail
- Ability to deal respectfully with sensitive information and maintain confidentiality
- Previous experience as a Personal Assistant

General conditions of the role

Hours of Work: The role is full-time

Annual Leave: Four weeks annual leave is provided

Professional Learning: A meeting for all staff is held once per term that is tailored to be informative, practical and collaborative in nature. Other professional learning opportunities that develop and support career development are arranged throughout the year.

Reporting Line: All positions are overseen by the Chief Executive and the Chief Operating Officer. The role reports to the Head of Student Services.

Application Process

Candidates are required to provide a:

- Covering letter
- Statement of Suitability for the Role (addressing the role description)
- Copy of full curriculum vitae (names of two referees are also requested. Referees will be contacted only after prior consultation with the candidate).
- AISNSW Employment Application Form.

Applications close Friday 7 August 2020.

Please direct any questions and applications to:

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