OZFORD EDUCATION GROUP
Job Description

POSITION TITLE: Personal Assistant

REPORTS TO: Managing Director and Academic Director

IN CHARGE OF OTHER STAFF: Liaise and work with departmental managers, other staff and stakeholders

Purpose of the Position:

• To provide comprehensive and confidential administrative support and assistance to the Managing Director and the Academic Director of Ozford (the Directors).

Key Responsibilities:

• Support the administrative tasks of the Directors to manage their workload
• Coordinate and maintain the diaries of the Directors including organisation of all appointments, meetings, travel arrangements, attendance at conferences and seminars
• Receive, review and prioritise all correspondence for the Directors and draft and edit substantial correspondence and reports, including highly confidential matters
• Maintain a filing system which enables the timely retrieval of documents
• Identify, anticipate and prepare information for meetings, appointments, presentations etc. and follow up inward and outward requests for information, outstanding reports and correspondence
• Provide personal and telephone interception services and manage interruptions to support the effective time management for the Directors
• Assist with daily organisation of the Ozford Education Group operation, relieve/train reception and organise events as required
• Liaise with and greet staff, members of the community, visitors, associates and VIPs
• Act as secretary to designated project groups
• Process and coordinate the ordering of goods as required
• Reflect and embed Ozford’s vision, mission, values and goals when exercising the responsibilities of this position
• Provide support to other departments/managers as required
• Operate internal data management system
• Work on any other tasks requested by the Directors.

Level of Responsibility:

• The Personal Assistant to the Directors operates under their general direction and interacts with all areas and levels of staff within Ozford and relevant external parties which often requires discretion and confidentiality.

Organisational Relationships:

• The Personal Assistant to the Directors reports directly to the Managing Director and the Academic Director.
• Support other departmental managers.

Qualifications Required:

• Relevant experience in a similar position. A degree will be highly regarded.

Experience/Knowledge/Skills Required:

• Strong communication, presentation and interpersonal skills
• Experience with interaction of students/clients
• Excellent presentation and courteous nature
• Excellent attention to detail and documentation skills
• Highly computer literate, ability to use Microsoft Office products
• Excellent skills in report / letter writing and minute taking.

Working Conditions and Equipment:

• A computer and an individual desk.
• All telephone usage is strictly limited to business.

Confirmation, acceptance and adherence to the role of Personal Assistant to the Directors:

Name: ____________________________________
Signature: __________________________________
Date: ______________________________________