Personal Assistant/Corporate Receptionist  Ozford College of Business

$55,000 - $69,999 Melbourne, VIC 3000

Supporting the Managing Director and Management Team and acting as the corporate receptionist for the organisation.

Administration & Office Support > PA, EA & Secretarial

Personal Assistant/Corporate Receptionist

A fantastic opportunity exists for a Personal Assistant/Corporate Receptionist to start in 2017 in an established and reputable college conveniently located in the CBD.

Reporting to the Directors, the position is responsible for providing comprehensive and confidential support to the Managing Director and Management Team and acting as the corporate receptionist for the organisation.

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
- Be the first point of contact for corporate clients and visitors
- Answer and forward all incoming calls accordingly
- 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
- Assist with daily organisation of the Ozford Education Group operation; organise resource and maintenance bookings and schedule events as required
- Act as secretary to designated project groups
- Process and coordinate the ordering of stationery/amenities as required
- Provide support to Directors / Leadership team as required

Applicants must demonstrate a high level of competency in the following selection criteria:
- Ability to assist the directors in managing their workload, diaries and correspondence
- Ability to prepare relevant documentation for meetings and relevant meetings follow up
- Act as secretary to designated project groups
- Assist with the daily organisation of the college
- Provide support to other departments/managers
- Organise events as required.

In order to complete these daily tasks successfully, the candidate must possess the following skills and experience:

- Professional communication, presentation, administrative and interpersonal skills
- Experience in a similar role essential
- 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.
- A degree or relevant qualification will be highly regarded

Please note that only shortlisted applicants will be contacted.