

## Personal Assistant (PA)

Due to growth our client, a well-established, 30+ years and rapidly expanding organisation are looking for an efficient and productive PA join their team.

This is an exciting opportunity for a self-motivated individual with a great 'can-do' attitude to join a dynamic and enthusiastic team.

**Based in Mount Waverley, the key responsibilities of this role include:**

The primary focus of this role is to provide administrative support to the GM. You will be a highly adaptable individual and enjoy working in a fast-paced environment with various demanding tasks and responsibilities including diary management, co-ordination of multiple internal and external meetings and delivering a major relocation project.

**Key requirements include**

- Managing and prioritising disparate tasks
- Being the main point of contact for clients and employees through various stages of the relocation project
- Stakeholder management, communications and engagement
- Supervision of all on-site activity
- Proficiency with MS Office Suite
- Exceptional verbal, written and interpersonal communication skills

**To be successful and meet the challenges of this position you must:**

Be highly organised and proactive, with a positive, can-do attitude

- Have strong relationship building skills and enjoy working in a collaborative manner
- Have extensive experience / proven track record of success supporting a busy GM
- Have the ability to multi-task, be proactive, work autonomously and unsupervised
- Be positive, helpful, flexible and adaptable
- Have experience in move, facilities or change management

For confidential enquiries please telephone Anna on 1300 277 633.

**To Apply:**

Please send a resume (covering letter optional) via email to: [anna@recruitsafe.com.au](mailto:anna@recruitsafe.com.au)