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Personal Assistant / Administrative Assistant

12 months Maternity Leave Replacement

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 two of our leaders i.e. Deputy Chief Executive and Associate Chief Executive: Operations in a high-level executive capacity. It would ideally suit someone who enjoys a challenge, can multi-task and is adept at balancing competing demands and priorities.

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 and Adobe is essential as is the ability to deal with issues with the utmost confidentiality.

Position description

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

- Diary management including forward planning and itinerary preparation
- Presentation of materials i.e. PowerPoints
- Management of communications including responding to phone calls and email enquiries
- Organisation of meetings including correspondence, documentation and catering as required
- Coordination of briefings and workshops including liaising with external venues
- Communication with senior staff across schools, government departments and other stakeholders
- Preparation of correspondence and other documentation
- Experience in CRM is beneficial but not essential
- Management of records
- Reception and AISNSW Conference Centre assistance as required
- 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 and Adobe.
- Experience in establishing and maintaining administrative processes
- Experience in coordinating events, including liaising with external venues regarding details for briefings and workshops
- 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 quarter 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. The role reports to the Deputy Chief Executive and Associate Chief Executive: Operations.

Application Process

Candidates are required to provide a:

- Covering letter
- Statement of Suitability for the Role (addressing the position description to be uploaded with the covering letter)
- Resume

Applications close **Friday 7 May 2021.**

Please direct any questions and applications to:

Margaret Molloy, Manager Human Resources

Phone: (02) 9299 2845

Email: mmolloy@aisnsw.edu.au