

SECRETARY/PERSONAL ASSISTANT

AIEF is seeking a highly organised and professional Secretary / Personal Assistant with a friendly manner, attention to detail and mature judgement who takes pride in the work they do.

- Rapidly growing, results-focused, highly professional organisation with a busy and hard-working team
- Convenient location close to city and transport with newly fitted out spacious office

About AIEF

The Australian Indigenous Education Foundation has rapidly become a leader in the field of Indigenous education. We provide boarding school and university college scholarships with transition pathways to empower Indigenous children to build a future through quality education and careers with some of Australia's leading schools, universities and companies.

We have one office in Sydney with a small, busy and hardworking team and we are experiencing rapid growth.

AIEF distinguishes itself by being a professional results-focused organisation with a strong belief in our driving motto: Hard Heads, Soft Hearts and Capable Hands. It is essential for our productivity, harmony and results that all our staff share this belief and approach to work.

Duties and Responsibilities

AIEF is seeking a highly organised and professional Secretary / Personal Assistant with a friendly manner, attention to detail and mature judgement who takes pride in the work they do.

We are looking for someone with experience working as a Secretary / Personal Assistant who is seeking to develop their career by working for a CEO and managing the day to day administration and efficiency of our busy office.

The successful candidate will ideally have a minimum of 2-3 years Secretarial / Personal Assistant experience. The role is likely to have a split of approximately 80-90% working one-on-one providing Secretarial / Personal Assistance to the CEO and the remainder on other office management and administration.

Examples of the work you could expect to do are as follows:

- manage and organise the CEO's diary and travel;
- handle telephone and email enquiries and correspondence;
- keep contacts and database up to date;
- liaise with suppliers and contractors;
- run errands to assist the CEO;
- manage the smooth and effective administration and running of the office;
- typing and other secretarial support;
- greeting the CEO's guests (and preparing tea/coffee when required);
- manage and reconcile expenses and donations and related procedures;

- set up and oversee administrative policies and procedures;
- organise and maintain office systems;
- perform general office duties such as ordering supplies;
- manage petty cash; and
- undertake any other personal or professional duties as requested by the CEO.

Key Skills, Knowledge and Experience

Personal qualities and experience are important, and the ideal person for this role will:

- have exceptional communication, administrative and written skills;
- have a high level of competence and a thorough knowledge of Microsoft Outlook, Word, Excel and PowerPoint;
- have strong interpersonal skills – good diplomacy skills and a confident nature, with a high level of energy and enthusiasm;
- have the ability to multitask and be flexible – adaptability is essential as priorities will frequently change;
- be comfortable with tight deadlines and be cool under pressure;
- have exceptional organisation and time-management and prioritisation skills;
- have a firm but pleasant manner, be calm and collected;
- take pride in accuracy and attention to detail and enjoy working to high standards regardless of the task at hand;
- have ability to work autonomously and demonstrate a high level of initiative with strong problem-solving skills;
- have an ability to anticipate and solve problems;
- display high levels of tact and discretion when dealing with sensitive and confidential information;
- have mature judgement and the ability to interact with people from all walks of life; and
- have a high level of computer skills in all Microsoft Office applications.

Experience working with databases and electronic dictation systems are highly desirable.

Please note that all AIEF staff are required to undergo 'Working with Children Police Checks' as a condition of employment.

This position is based in our Sydney office.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Compensation

Compensation and other terms of employment will be determined based on the successful candidate's experience and capabilities.

Application letters should also include additional information as set out below, under these separate headings:

- (i) **Salary:** your current and expected salary range;

- (ii) **Likes and Dislikes:** a statement about what you most like and least like about your previous roles;
- (iii) **Strengths and Challenges:** a statement about what you see as your strongest points in a role like this and what areas you see as needing development; and
- (iv) **IT Competency Rating:** your own rating out of 10 for your level of competency for each of Microsoft Outlook, Word, Excel and PowerPoint (with 1 being not competent 10 being highly competent).

*To apply, please send your resume and an application letter of no more than three pages to jobs@aief.com.au or phone our Chief Executive Officer Andrew Penfold on (02) 8373 8000 for further information. In the subject line of the email please put the heading as “**Application for Personal Assistant position**”.*