

Personal Assistant Vacancy – Sydney, September 2017 Initial 9 Month Maternity Leave Cover Contract

Over 13 years DUAL Australia has become one of the largest independent Underwriting agencies in Australia by focusing on creating unique products and solutions for the SME market. We're a company committed to having fun at work while getting the job done. As a company we're known in the industry as a group dedicated to giving back to the community by partnering with charitable groups and actively participating in fundraising events.

As a dynamic and forward thinking organisation this role will require a unique approach to everyday tasks as well as the ability to form solid working relationships with executives and work within a fast paced environment which can change at a moments notice.

Our Sydney office is looking for an experienced Personal Assistant to support three of our top level managers. We are looking for someone proactive and who is able to handle multiple tasks with a can do attitude.

We're looking for a candidate with previous experience as a Personal Assistant or Team Assistant. As a suitable candidate you will have at least five (5) years experience in administration two (2) of which have been spent in a Team or Personal Assistant role.

You must be well presented with a professional image and have exceptional attention to detail. You will need the ability to coordinate multiple stakeholders and drive initiatives. To be successful in this role you will need to have a demonstrable ability to plan, organise and prioritise work. It is essential that you have good interpersonal and communication skills with the ability to read between the lines. This role will only be suitable for someone who is confident and comfortable in building relationships at all levels.

Duties will include;

- PA to Chief Operations Officer, Operations Manager and Commercial Manager
 - Diary Management
 - Travel Bookings (International and Domestic)
 - Presentation preparation (using Prezi and PowerPoint)
 - Monthly expense reconciliation
 - Ad hoc tasks as required
- Governance
 - Management of reoccurring and one-off meetings
 - Agenda preparation
 - Minutes/ Action Points taking and distribution
 - Management of amendments to DUAL Asia Pacific Boards memberships
- Assist with visitation organisation including internal and external visitors and audits
- Management of company mobile account (processing new joiner and leaver requests)
- Ad hoc duties as required

This role will initially start as a 9 month maximum term contract with the potential to become permanent.

If this sounds like you, don't wait any longer for that next opportunity, apply now! Email your resume to hdiamond@dualasiapacific.com