

TEAM ORGANISER AND PERSONAL ASSISTANT – PUBLIC RELATIONS

- **Contract role, 15 months covering maternity leave (may be extended)**
- **Commencing 25th May, 2020 to August 2021 (allows 3 week's handover)**
- **Opportunity to work permanent part-time in job share following end of contract**

Our amazing Team Organiser is leaving to start a family and we're looking for an extraordinary person to fill a diverse and fun role supporting our busy team and female MD. It's a fantastic opportunity to make a difference where you will be fully supervised, developed and valued by our team.

We're looking for an organisational whizz who thrives on getting things done with a "can do" attitude.

ABOUT THE ROLE

Your role will be to support a busy consulting team as their "go to" person for all things admin so they can get on with what they do best (communication consulting work to our clients) whilst at the same time perform the role of Personal Assistant for our entrepreneurial business owner.

You're the glue that holds things together. Reporting to the Commercial Director you will perform an integral administrative support function – one the team turns to for help managing their busy work days. We'll also help you to develop your skills to support our team and we're also hoping you'll learn a lot in this new role.

No two days will be the same and you will thrive in working in a fast paced environment with lots of variety.

We're located in funky open-plan offices in the heart of the CBD and our hours are Monday to Friday from 8.30am to 5.30pm. (During the COVID-19 crisis our team are working from home, but we plan to be back at the office as soon as we can).

This is diversified role where the PA duties you'll carry out for our Managing Director are just as important as your role supporting our team of 11 consultants.

You'll put your practised skills to the test but will learn a lot of new skills along the way.

Role weighting:

Team Organiser/Resourcing Assistant: 70%

PA to MD: 30%

Team Organiser: 35%

1. Extensive diary/meeting/event management for all team members
2. All Zoom meeting set up (super administrator)
3. Document presentation refinement and preparation – word/powerpoint
4. Document filing in sharepoint
5. Client event documentation – track attendees and update excel spreadsheets with live info for the team
6. Business development co-ordination with stakeholders – documents and diaries
7. Hubspot – adding new contacts to database
8. Office 365 platforms – set up new channels/teams/groups as super administrator
9. Accounting – invoices/receipts uploaded to Xero receipt bank
10. Internal/external meeting set up – coffees, room, document printing
11. Research tasks for team

Resourcing Support Assistant to Commercial Director: 35%

1. IT trouble-shooter (in consultation with external provider)
2. Administrator for new software platform research and set up for team users (super administrator)
3. Phone system /printer management
4. Office maintenance
5. Project management – assist with workflow management and resourcing reporting
6. Support resourcing function when needed – Microsoft teams coordination
7. Subscription management and user administration
8. Assisting with HR functions
9. Team offsites and BC event coordination

PA to MD: 30%

Business:

1. Extensive diary management – setting up meetings with staff /clients
2. Weekly planner/end of day report for MD
3. Ensuring MD has diary blocks booked to meet deadlines for clients, as directed by account managers
4. Greeting visitors on arrival to our office
5. Ensuring the MD has all documentation required for meetings
6. Client relationship and sales support (creating and updating client records, leads)
7. Client support (typing meeting notes from voice notes, and drafting some emails)
8. Travel and conference bookings
9. Answering phones
10. General errands for the office
11. Daily kitchen duties
12. Petty cash

ABOUT YOU

You're a born organiser and have a flair for learning and using new software platforms. No two days are ever the same, and you'll need to be flexible in switching priorities for the day.

We're looking for someone to join our team:

- Minimum 3 years PA experience working
- Tech savvy - not afraid to learn new things
- Strong organisation skills
- "Can do" attitude
- Attention to detail and proactive by nature
- Open and friendly personality
- Team player
- Must have experience using Microsoft Teams, Word, Excel, Outlook, Google Docs
- Project or traffic co-ordination experience would be great, but not essential
- Knowledge of ZOOM, Trello
- Cool under pressure
- Australian drivers licence essential

This is a great job where you'll have responsibility for making our business run smoothly and build your admin and project management career.

ABOUT US

We're a specialist financial services integrated marketing, PR and communication consultancy with A-list clientele. Our aim is to help Australians have a better financial future by building support for the financial services organisations that serve them.

We work hard and fast – but know when to stop and have fun. Our highly-capable team is young, supportive and passionate, and we're looking for like-minded people to join us.

More importantly for you, we invest heavily in our people – and keep our promise to develop your career!

You'll benefit from:

- Structured career development, with a personalised development plan, hands-on coaching, and a dedicated individual training budget
- Quarterly team offsites, to have input into our business strategy and your work experience
- Birthday day off, a Christmas shut-down period, and flexible working arrangements
- Regular team social events, including quarterly socials, EOFY, and team milestone celebrations
- Wine and cheese Fridays, weekly fruit baskets, team lunches

Still reading? Then maybe you've found your "tribe".

Please apply via our BlueChip online form on our website at:

<http://www.bluechipcommunication.com.au/become-a-bluechipper>

Please no calls to our office. Applications by email only.