

## **Position Description – Personal Assistant**

The position of Personal Assistant to the Principal and CFO is a vital one in the administration of Ridley College. It requires a person with excellent interpersonal skills and the ability to take initiative and grasp complex organisations. The PA operates within a team environment, and is also responsible for the relationship database and other administration support. The PA is required to display a high level of professionalism, regularly interacting with the internal and external community as well as dealing with confidential documentation.

Ridley College is an evangelical theological college founded in 1910 that promotes a Christ-centered, Bible-based Christianity. Our mission is to equip and form men and women for God's mission in the world.

### **Aim of the Position**

To provide administrative and organisational support to the Principal and CFO.

### **Accountability**

Reports to the Principal and CFO.

### **Responsibilities**

1. Managing communications – emails, letters, phone calls and other communications.
2. Information management – filing systems, preparing agendas, minutes etc.
3. Coordinating schedules and time management – scheduling appointments and meetings, managing diary, ensuring that time objectives are met.
4. Organisation of events – hospitality, staff conferences, meetings, training, travel arrangements etc.
5. Maintaining customer relationship management software:
  - a. Entering donations and updating contact details
  - b. Processing credit card payments
  - c. Producing receipts and mailings
  - d. Preparing reports for finance officer
6. Providing assistance with research and preparing presentations.

### **Conditions of Employment**

The position is PART TIME 3 days per week. Details of salary will be provided upon application.

### **Experience, Qualifications and attributes**

- Demonstrated proficiency in Microsoft Office applications, especially Word, Outlook, Excel, PowerPoint.
- High attention to detail
- Good written and verbal communication skills
- Ability to be diplomatic and to maintain confidentiality

- Demonstrated ability to work as a cooperative team member and relate to a wide range of people.
- Ability to work as a cooperative team member
- Ability to take initiative
- Demonstrated organisational skills, ability to determine priorities and respond quickly and appropriately to requests.
- Ability to deal with a number of tasks at a time, work under pressure and meet agreed deadlines
- Working knowledge of Creative Suite desirable
- Experience with data management software and/or website maintenance desirable.

### **Application procedures**

Applications for the position, addressing the responsibilities and qualifications, including a CV and the names and addresses of three referees, should be forwarded by **31 January 2019** to:

The Principal  
Ridley Melbourne  
170 The Avenue  
PARKVILLE VIC 3052  
Ph: 03 9207 4800 ext 904 | Fax: 03 9387 5099  
Email: [b.rosner@ridley.edu.au](mailto:b.rosner@ridley.edu.au)