

Job description for Personal Assistant (PA)

Personal Assistant (PA)

You will be part of a team that works to ensure that all members of the senior team are supported to a high level. This will include providing support to the Director, TCI.

You will have experience as a Personal Assistant to senior management with excellent administration and organisational skills. You will be a strong team player with exceptional interpersonal and communication skills and have the ability to demonstrate initiative. Diplomatic and discreet in approach, you will be able to manage a demanding workload, be able to work to deadlines and have the ability to assimilate large quantities of written and verbal communication quickly.

Informal enquiries may be made to:

Closing Date: 1 December 2014

Job description

Responsible to: the Director, TCI
Reporting to: the Director, TCI

Main duties and responsibilities

- Provide a high quality administrative and organisational support service.
- Effective management of the electronic diary, assessing priority of appointments and reallocation as necessary.
- Providing support for meetings. This will include preparing and emailing agendas, gathering and distributing meeting papers, noting action points and following them up.
- Word processing correspondence, memos and reports and preparing presentations.
- Receiving and dealing with telephone calls professionally, re-directing or taking messages and using initiative to deal with queries.

- Sorting, distributing and responding or drafting responses to incoming mail (including email) in a timely and efficient manner.
- Organising and maintaining effective filing systems.
- Acting as a key liaison point between the Director and other key parties, setting up meetings as appropriate and maintaining good communications.
- Overseeing the production of Manuals and Distance Education material.
- Systems monitoring
- Inputting information into the student database
- Assisting with the budget
- Overseeing office hospitality
- Any other duties as may reasonably be required.

Career Expectations

The Catholic Institute is committed to developing its staff. All staff participate in an Annual Review and we work with individuals, supporting them to maximise their potential.

TCI Values

TCI is a Catholic Institution and all staff are expected to operate in line with the values of the institute. See our vision: <http://www.tci.ac.nz/vision>

Person Specification

Essential

- Experience as a Personal Assistant to senior management.
- Experience of electronic diary management.
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues.
- Ability to organise and plan own work.
- Exceptional interpersonal and communication skills, including the ability to ensure effective communication with a wide range of contacts both internal and external to the Institute.
- Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes.
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy.

- Demonstration of the ability to work under pressure and to tight deadlines.
- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise to achieve successful outcomes.
- Ability to work on own initiative.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.
- Excellent IT skills including very good working knowledge of Microsoft Office Word, Excel and PowerPoint.

Desirable

- Experience of working in a Education Environment