

Executive Assistant/Office Manager

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Company: Royal Rehab Group

Location: Australia

Category: other-general

Attractive not-for-profit Salary Packaging benefits through Maxxia Flexible working arrangements Varied role where no two days are the same Permanent full-time opportunity Ryde location About us.. Royal Rehab is a leading provider of rehabilitation services in brain and spinal cord injury. Our services also include neurological and general rehabilitation, supported independent living and specialist disability services. Our vision is a world without limits for people with disability, illness and injury. Royal Rehab is renowned for our focus on research and innovation and sits uniquely as a provider of advanced rehabilitation and disability services including supported accommodation, private rehabilitation hospitals, a purpose-built resort for people with spinal cord injury and community services. We know diversity makes Royal Rehab a great place to work and we are committed to building an inclusive workplace culture that reflects the people we serve. We encourage applications from diverse community groups including Aboriginal and Torres Strait Islander people, LGBTIQ+, people with a disability and people from culturally diverse backgrounds. About the role.. No two days are the same in this Executive Assistant/Office Manager position. Based at our Ryde Location in Putney, this role will provide a high level of secretarial and administrative support to the Executive Director Hospitals, the Director of Clinical Services, the Director Community & Allied Health and the Director of Medical Services at Royal Rehab Ryde. Holding a line management responsibility for the Client Services Officer (front reception), the Executive Assistant/Office Manager will become an integral part of a supportive team, operating within a dynamic environment, and playing a key role in ensuring the smooth and efficient operations of the Royal Rehab Ryde site. If you strive

for excellence in all you do and would like to take that next step in your career apply today!Key responsibilities include: Administrative support, email and calendar management for Executive Director Hospitals and Directors. Manage the Client Services Officer position and support the role in all responsibilities. Prepare draft agendas, collate relevant materials and minutes for required site Executive or Committee meetings. Arrange and book travel and accommodation when required. Preparing Word, Excel, Forms and PowerPoint documents. Providing day to day support and maintain the office environment. Manage room bookings to any internal or external individuals and ensure they are well presented. Oversee fleet management, ensuring that they are well upkept. Coordinate uniform services for the Ryde site including weekly orders, general enquiries and maintaining relationship with supplier. Managing and coordinate small projects as they arise. Provide additional support to the Quality Manager and Stores when needed. About you.. We seek a friendly team player, adept at organisation, multitasking, and fostering collaboration. You will bring attention to detail and possess strong customer service skills which will be highly valued by our team. With previous experience in a similar role, you will have a desire to learn, a proactive approach and flexibility in navigating challenges as they arise. Essential Criteria: 2+ years' experience as an Executive Assistant, Office Administrator, or similar role. Excellent knowledge of MS Office – Excel, Word, PowerPoint and Outlook. Ability to engage with various levels of stakeholders. Outstanding written, verbal communication and interpersonal skills. Excellent time management skills and the ability to prioritise work. Ability to work autonomously with minimal direction. Attention to detail. Strong organisational skills with the ability to multi-task and problem solve. Flexible and reliable. Current NSW driver's licence. What we offer.. Salary Packaging: Attractive not-for-profit Salary Packaging benefits through Maxxia Benefits : Fitness Passport & HCF Private Health Insurance discounts Career growth: Genuine career opportunities Work life balance: Flexible work arrangements Salary: Competitive remuneration Leadership: Supportive and experienced leadership team Culture: Friendly and close-knit team environment We are proud of our diverse and skilled team of passionate healthcare and support professionals committed to delivering the very best for the people we serve. A career at Royal Rehab is the opportunity to make a difference with a progressive and innovative organisation, built on a rich history of community care since 1899. What's next.. If this sounds like the perfect role for you, address the essential criteria in your cover letter and [CLICK HERE TO APPLY NOW](#) to start your journey with us! Please note, only applicants that address this essential criteria will be considered. [CLICK HERE FOR](#)

POSITION DESCRIPTION The successful applicant will be required to undergo pre-employment checks including but not limited to a current criminal record check, employment history and referee checks. A career with Royal Rehab is an opportunity to collaborate, grow and make a difference with an iconic organisation recognised as a leader in rehabilitation and disability support. We do not provide sponsorship and no agencies please. Further Enquiries: Troy Trgetaric, Executive Director - Hospitals Phone: 0475 821 067 Email: Application

Close Date: Friday 19th April 2024

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