

Personal Assistant To The Director Corporate And Commercial Apply Now

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Company: City Of Kalgoorlie-Boulder

Location: Western Australia

Category: other-general

Job Number: PA-1 Business Unit: Corporate and Commercial Employment Status: Full

Time The City of Kalgoorlie-Boulder has an opportunity available for someone seeking a career as a Personal Assistant at an Executive Level. The Director of Corporate & Commercial is seeking a proactive, organised person who enjoy working in a diverse environment. This role will include organising video conferences and events, performing day-to-day Personal Assistant duties such as diary management, preparing documentation/reports, taking minutes, booking travel and processing expenses. the successful candidate will also be expected to support a highly collaborative wider team with any ad hoc requests whilst maintaining confidentiality. if you are interested in this role you will be required to have the following skills; • Ability to provide day to day Executive level support • Proficiency in Microsoft Office Suite • Strong Administration and Organisational skills with a high level of attention to detail • Work autonomously and in a team environment • Ability to multitask and prioritise workload

Salary and Benefits Salary ranges between \$76,988 to \$83,321 . Remuneration will be commensurate with qualifications and experience. Contact Information If you would like to find out more about this employment opportunity with the City of Kalgoorlie-Boulder, an employer of choice, please contact People and Culture at (08) 9021 9600. How to Apply The City only accepts applications submitted via our website. Applications must address the Skills, Knowledge and Capacity section in the Position Description and include both a Resume and Cover Letter.

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