# PERSONAL ASSISTANT

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Personal Assistant  |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:38 hours per week, Monday to Friday. |
| Reports to: | Office Manager |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.*** For example:* Interact daily with senior staff – identifying priorities and the level of urgency.
* Use discretion in the ***[insert appropriate position]*** absence to refer urgent matters to appropriate Senior Managers and inform ***[insert appropriate position]*** of urgent issues.
* Collect data and compile special reports, generally of a confidential nature.
* Prepare meeting agendas, attend meetings, take and distribute minutes.
* Prepare confidential documents on behalf of the ***[insert appropriate position].***
* Production of general correspondence, reports, papers and submissions.
* Assist ***[insert appropriate position]*** in diary management and meeting coordination.
* Book travel and accommodation for ***[insert appropriate position]*** and other Senior Managers as required.
* Support ***[insert any reporting positions here]*** on a day to day basis.
* Provide professional, courteous and helpful customer service to internal and external clients.
* Perform word processing, correspondence production, and general administration support.
* Complete timesheets and leave request forms.
* Meet employee obligations in regards to and as outlined in the ***[insert company name]*** Policies and Procedures.
* Administer ***[insert company name]*** security access passes for new starters and departures and update pass information when access times/levels are changed.
* Monitor ***[insert company name]*** security cameras to ensure they are in operation at all times.
* Maintain filing systems and stationery requirements.
* Manage projects as directed by the ***[insert appropriate position]***.
* Actively participate in the Annual Performance Review process.
* Observe and practice the [insert company name] OHS and Quality policy, guidelines and procedures.
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| 2. Qualifications | ***What qualifications are required for the role?***For example:Certificate III in Business Services |
| 3. Skills | ***List the skills needed for the job.*** For example:* Excellent written and verbal communication skills
* Ability to multitask and prioritise a busy workload
* Meticulous attention to detail.
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Employee Signature: Date:

Employer Signature: Date: