



**PERSONAL ASSISTANT TO  
MANAGING DIRECTOR**

**JOB & PERSON SPECIFICATION**

**DECEMBER 2018**



**NINTI** INNOVATION  
**ONE** FOR REMOTE  
AUSTRALIA

## **Position Description**

**Position:** Personal Assistant to the Managing Director

**Reports to:** Managing Director

**Hours:** Full time 37.5 hours per week

**Location:** Adelaide

### **Position Summary:**

The Personal Assistant to the Managing Director provides full administrative support at a high level to ensure the smooth management of the MD's day to day affairs. The position oversees all aspects of electronic diary management and travel arrangements. The PA must maintain confidentiality at all times and handle sensitive and complex issues in a professional and objective manner. The PA must also take initiative as appropriate in the MD's absence. There will be occasions where the PA also supports the three other people on the Executive Leadership Team, and where some project coordination is required on Ninti's projects.

### **Key Responsibilities:**

- Manage all aspects of the MD's electronic MS Outlook calendar, including arranging meetings, assessing priority of appointments and rescheduling as necessary
- Liaise with stakeholders including government officials, Grant Recipients, Ninti staff, Board and contractors
- Manage the MD's travel arrangements, including flight, accommodation and vehicle booking and visa applications
- Organise all aspects of Board meetings including venue, catering, travel for Board members, agenda and Board paper preparation
- Coordinate Executive Leadership Team meetings including agenda preparation
- Support the three other people on the Executive Leadership Team when required
- Organise workshops, conferences, and meetings including speakers, venues, audio visual equipment, marketing and documentation as well as the provision of on-ground support at events as required
- Work in a team where some project coordination will occasionally be required on Ninti's projects
- Acquittal of MD's monthly credit card statement
- Screen phone calls, enquiries and requests, and deal with them as appropriate
- Prepare various documents for the MD's signature
- Prepare and mail or email various correspondence
- Coordinate and participate in Ninti team meetings
- Produce or assist with documents, papers, reports and presentations for the MD as requested

### **Additional Duties**

- Assistance with business development and/or project work depending on the needs of the business
- Assist with managing ICT requirements including organising the purchase and set up of computers and other electronic equipment such as phones

- Liaise with Ninti staff and contractors to ensure good governance and effective interactions between project processes and Ninti requirements
- Manage project equipment and supplies including stationery, kitchen and cleaning services
- Undertake administrative tasks such as printing, filing, photocopying and binding
- Complete a fortnightly timesheet to be submitted to the Manager for approval



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please click on the Apply Today button to submit your application.

For a confidential discussion, please call Justin or Lucy Dinnison-Mitchell on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.