

EXECUTIVE ASSISTANT – PART TIME

Garry Nash & Co. was established in 1981. Our team of 30 is committed to delivering the highest standard of ethics, values and client care. We strive to foster a caring workplace environment with a focus on developing team members to their full potential.

About the role

The Executive Assistant plays a critical role in providing the highest level of administrative support to our three Directors. This requires a keen eye for detail, accuracy and an organised, efficient approach.

The role also requires advanced technical proficiency in website maintenance and the administration of social media accounts.

Hours of work

This is a part-time role 30.4 hours per week. The hours of work may be worked over four or five days a week, with flexibility to work within school hours by negotiation.

Skills and experience

The successful applicant must be honest, hardworking, mature minded and enthusiastic. Other essential qualities include:

- Previous administrative experience in a fast-paced environment;
- Advanced computer skills;
- Excellent attention to detail and accuracy;
- Excellent communication skills;
- Professional presentation and demeanour;
- A satisfactory Police Check.
- A current driver's licence.

Remuneration

This position falls under the Clerks - Private Sector Award 2020 Level 4 classification. Above award wages apply.

Position Description

To access the Position Description, please click on: <https://bit.ly/2Zm7ge8>

Please forward your application addressing the key selection criteria to:

Attention: Sarah Noble
Garry Nash & Co. Real Estate
23 Baker Street Wangaratta 3677
Or: email - mail@garrynash.com.au

Applications close at 5pm on Wednesday 15 July 2020

INTEGRITY · EXPERIENCE · RESULTS