

POSITION DESCRIPTION

POSITION DETAILS

Position	Personal Assistant to Roxanne Grey
Format	12 month traineeship
Status	Full time 38 hours per week
Probation	3 months
Flexibility	I am happy to negotiate working hours to suit my needs and yours. For example, if you play sport on Friday afternoon, you may want to work longer Thursday and only a half day Friday. Also, you will be required to do some work from my office, some from your home and some in various coffee shops and client offices around Townsville.

PURPOSE

Objective To enhance the efficiency of Roxanne Grey.

DUTIES

These are the typical tasks you will be doing as part of your job. In addition, I will ask you to complete other tasks. You need to be willing to take these on with a great attitude.

Administrative

- Filing – digital and paper based
- Accounts assistance
- Invoicing
- Diary management – your diary and mine
- Preparing proposals using templates
- Banking
- Mail
- Reporting

Marketing

- Research
- Content curating
- Copy writing
- Image selection
- Image cropping

General

- Deliver products to clients
- Collect items from clients
- Water plants
- Run errands
- Activities as directed by Roxanne Grey

RESOURCES

There are many resources you will learn to use throughout your time with me. Of course, I will provide full training. I don't expect you to walk in knowing how to use them all straight away. I will expect that you commit yourself to improving your skills throughout your time with me.

- Software/apps: Outlook, Word, Excel, Chrome, CorelDRAW, Facebook, Instagram, Twitter, Linked In, You Tube, Pinterest, Google+, Snapchat, iOS, Windows, others as required
- Laptop – we can negotiate a tool allowance or use of my property
- iPhone – we can negotiate a tool allowance or use of my property

INDUSTRIAL RELATIONS

Superannuation, WorkCover, hours of work, penalty rates, conditions etc will all be as per the Industrial Relations Act and the State Clerical Award. A summary of this is available, the full details are available on the internet.

ONGOING EMPLOYMENT

The position is a traineeship position and therefore ends at the end of the traineeship program. Generally this is 12 months from the start date. No ongoing work is guaranteed after that period however, the ideal employee will have worked themselves into such a valuable position, that it only makes sense for me to offer a permanent role after the traineeship program. In fact, if the candidate wanted to go onto the study a Bachelor of Business (Marketing and Management) at JCU, this business would provide support in terms of flexible working hours and study leave - for the right candidate.

KEY SELECTION CRITERIA

These are the points I will use to score your application against other applicants. The person I will select will have:

1. Awesome results in year 12.
2. Outstanding contributions in arts, sports or community activities.
3. Be willing to complete a Certificate III in Business Administration as part of the traineeship.
4. Be willing to learn lots about marketing and apply new skills throughout the traineeship.
5. Have a positive, can-do attitude.
6. Be able to work with supervision and independently as required.
7. Be self-motivated.
8. Be highly organised.
9. Have a manual Queensland drivers licence.
10. Exceptional communication skills.

KEY PERFORMANCE CRITERIA

These are the points I will use to rate your performance in the job. We will review these together (with a cuppa), when you first start, during your probation period, at the 3 month mark, at the 6 month mark and at the end of your traineeship.

1. Communicating professionally and openly as required.
2. Completing tasks in a timely manner.
3. Providing exceptional customer service to our clients.
4. Managing confidentiality and privacy of clients.
5. Conducting yourself in a professional manner.
6. Contributing positively to the 'Roxanne Grey - Marketing Consultant' brand.
7. Applying new skills and knowledge in the workplace.
8. Demonstrating honesty.
9. Consistently improving.
10. Enhancing the efficiency of Roxanne Grey.