



Personal Assistant

Gandy and Roberts Consulting Engineers provides quality innovative and cost-effective engineering services for commercial, institutional and domestic building projects throughout Tasmania.

We have a permanent full-time position for an enthusiastic and organized Personal Assistant in Hobart available.

The Personal Assistant will support our management in a variety of tasks to ensure we maintain effective communication with our clients and business partners, and adhere to QA and other business processes.

The successful applicant will need to have 5+ years experience in a similar position and be competent in performing the key position responsibilities:

- Personal Assistant duties to a director including management of emails, phone calls & calendar appointments
- Calendar organization
- Preparation of documents and correspondence
- Maintenance of project records and administration management systems.
- Undertake other administrative and project support duties for staff and management as required

The following skills and qualities are a prerequisite to perform the tasks effectively:

- Excellent verbal and written communication
- High level of presentation and attention to detail
- Competent use of Microsoft Office applications
- Positive attitude and friendly manners at all times
- Ability to work independently and in a team
- Outstanding time management and organizational skills

Previous experience working in a construction, engineering or related business is desirable but not essential.

Attractive remuneration commensurate with level of experience and skills will be negotiated with the successful applicant. Due to COVID-19 travel restrictions, only applicants with Australian citizenship or visa holders currently residing in Australia will be considered.

Applications close Friday 19th September 2021.

To obtain further information about Gandy and Roberts visit our website
www.gandyandroberts.com.au

Contact: Celeste Baker
Ph: 03 6215 8600