



Personal Assistant – Human Resources - full time maternity leave role commencing late August/early September 2017

Location: Sydney Adventist Hospital

An exciting opportunity is available to join the Human Resources team as a Personal Assistant to the Director Human Resources, and to provide general support across a broad range of HR activities. This is a maternity leave position and is envisaged to be approximately a year's duration.

This role requires an enthusiastic, highly organised and adaptable person with a professional demeanour and a genuine desire to learn and be involved in a wide range of HR related issues.

Essential

- Personal Assistant, secretarial or office administration qualification (or equivalent experience)
- Organised and effective
- Proven competency in Microsoft Office Suite
- Excellent communication skills
- High level of attention to detail
- Professional personal presentation
- Goal orientated and enthusiastic
- Proven skills in working within a team

Desirable

- Experience with coordinating events
- Previous experience in a similar role

Enquiries and applications to Melva Lee, 9487 9220 or melva.lee@sah.org.au

The closing date for applications is Friday 18 August. However, applications will be reviewed and actioned as they are received, therefore early applications are favourable.