



Personal Assistant and Human Resources Projects Administrator - full time

- **Sydney Adventist Hospital, Wahroonga, NSW**
- **Excellent opportunity for high level administrator with an interest in Human Resources**

An exciting opportunity is available to join the Human Resources team at the San as a Personal Assistant and administrator to the Director Human Resources and the HR team and supporting HR projects. This busy role encompasses the provision of general support across a broad range of HR activities.

This role requires an enthusiastic, highly organised and adaptable person with initiative and a professional demeanour and a genuine desire to learn and be involved in a wide range of HR related issues. An ability to relate to and interact with a diverse range of employees and understand the complexities and the operation of a large, acute private hospital.

Sydney Adventist Hospital is the largest private hospital in NSW and is a teaching hospital of the University of Sydney offering excellent facilities, a full range of medical specialties and diagnostic services, a busy emergency care department, and an integrated cancer centre. This is an excellent place to work with an unmatched record and reputation in our community. Please visit our website to learn more.

Essential criteria for the role:

- Executive 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

- Previous experience in a similar role

Applicants must be Australian Citizens or have rights to work permanently in Australia.

Enquiries and applications should be addressed to Melva Lee at melva.lee@sah.org.au

Applications should include your up to date curriculum vitae, together with a Sydney Adventist Hospital application form, which can be found at <https://www.sah.org.au/job-vacancies>

The closing date for applications is Monday 7th January 2019. However, due to the holiday period late applications may be accepted but this cannot be guaranteed.

We envisage that interviews will take place early 2019 with a commencement date to be negotiated of late January/early February.

Please note that we will not be accepting agency applications for this role.