



Personal Assistant to the Community Leader (Randwick)

Permanent, part-time (0.6FTE)

8.30am – 4.30pm, three days per week with some flexibility (to be negotiated)

To commence Tuesday 2nd April 2024

Applications are invited from suitably qualified and experienced people for this permanent part-time role of Personal Assistant to the Community Leader. This role is based in a convenient location at Randwick in Sydney. The position has some flexibility with days and hours along with favourable conditions of employment.

About the organisation

The Marist Brothers is an international Catholic religious order. The Randwick community in Sydney is a house for retired Marist Brothers, some of whom have health needs. Specialist staff are employed to support these needs. Other staff are employed to support the operations of the community.

About the role

This is a new position created to support the Community Leader. The Personal Assistant ensures the smooth operation and functioning of the Community House. Integral to the role is the requirement to establish and maintain positive and strong relationships with all members of the community. All staff need to be understanding of the environment and display sensitivity to all the members of the community.

Key responsibilities

The main areas of responsibility for the Personal Assistant include assisting with maintaining facilities and property maintenance, supporting the users of technology, assisting with the budget and finances, and staff liaison. The role requires an energetic, positive, and organised approach in order to proactively support the needs of the community and to ensure the house operates efficiently and effectively.

Skills and experience

- Understanding of and commitment to the Marist mission and a capacity to work within a faith-based environment.
- Proven experience to act with a very high level of confidentiality and with discretion.
- Excellent interpersonal skills, demonstrating the ability to establish harmonious working relationships and to communicate in an effective and mature manner.
- Proven and successful experience working effectively in a team environment.
- Strong written and oral communication skills.
- A high level of problem-solving and organisational skills.
- Experience in basic financial management and budgeting processes; routine maintenance of facilities and equipment; knowledge of computer hardware and software; consulting with staff.

For any enquiries or to receive a copy of the Position Description, please email recruitment@marists.org.au

How to apply

If you have the skills, experience and attributes listed in the Position Description, please forward your covering application letter addressed to Br Bryan Davis, along with a completed Application Form and your current resume and stating Personal Assistant to the Community Leader in the subject line to: recruitment@marists.org.au

Applications close at 5.00pm on Monday 19 February 2024.

The Marist Brothers are an equal opportunity employer committed to the principles and practices of Safeguarding within our organisation.

Only candidates with the right to work in Australia may apply for this position.

Employment screening applies to this position.