



Personal Assistant to CEO / Receptionist

What do we need?

As PA to the CEO and our Receptionist, this role is pivotal to our organisation. You are the face of Asta and the champion of our values to our guests and our staff.

To be successful in this role:

You will love making plans, creating lists, and ensuring you have covered all eventualities
You will be a problem solver – able to think ahead, organise and execute a solution without being asked
You love people and are quick to build rapport, with exceptional interpersonal skills
You take pride in your work and ensure it is of the highest quality and error free
You are happy juggling demands to fit ever changing requirements
You have the maturity to remain calm in high pressured environments
You will be energised and enthusiastic about your work, a team player but also able to get on with the job when on single person tasks
You are not a 9 – 5 thinker and are happy to be on call when needed
But most importantly, you will love what you do and have fun doing it!

What will you be doing?

Our CEO moves and thinks quickly! We are looking for someone who is going to stay one step ahead of him all the time whilst still managing the responsibilities of being our Front of House/Receptionist.

You will be responsible for:

- Ensuring our people experience is second to none
- Ensure smooth running of the office
- Ensure office supplies and facilities are managed seamlessly
- Managing and processing CEO emails and calendars
- Scheduling CEO internal and external meetings
- Drafting and managing correspondence and communications on behalf of the CEO as appropriate
- Managing CEO personal paperwork / bills / filing
- Initiating and completing orders and purchases
- Booking travel and accommodation
- Driving the company annual events calendar
- Organising and managing team off-sites, events and activities

We'd love it if you had:

Recent experience in a receptionist role

Recent experience working with executives in a rapidly growing environment preferably in technology

A process-oriented mindset

Experience using a variety of software technologies

Flexibility to attend to urgent or changing needs

Experience handling a high workload

A can-do attitude and natural ability to adapt in a dynamic environment

Who are we?

At Asta we know that an organisation, no matter how well designed, is only as good as the people who live and work in it. Our people are passionate about delivering outstanding customer service in a fast paced, cutting edge, IT environment.

Everything we do at Asta is driven by our core values: One Team, Relentless Client Focus, Trust, Loyalty & Honesty. Our people love what they do, enjoy working together and thrive in our culture of growth and development.

If you are looking for a work environment where everyone works hard but has fun doing it, apply now – we'd love to hear from you!

Please note:

- You must have the right to live and work in Australia
- All short-listed candidates will be subject to a National Police Check