



Position Title	Executive Assistant to Principal
Reports to:	Principal: Yeshivah – Beth Rivkah Colleges
Campus	Cross Campus
Blurb	<p>As the Executive Assistant to the College Principal, you will be responsible for;</p> <ul style="list-style-type: none"> • Overseeing and executing the smooth management of the Executive functions of the school. • Working closely with the Principal and liaising with the Executive Leadership Team and Board of Governance, • High level administrative support, strategic thought, project management, report preparation and all communications from the Principal's office. • Internal and external stakeholder management with the utmost confidentiality, diplomacy, tact and timeliness.
Requirements	<p>Working in a fast paced and agile environment, the role will require</p> <ul style="list-style-type: none"> • Experience within a high-level executive role (with school experience an advantage) • Experience working in a highly sensitive, confidential environment • Admirable organisational skills and the proven ability to be nimble • Exceptional interpersonal and relationship fostering skills • Exceptional written and verbal communication skills • An ability to perform optimally in a deadline driven environment • Meticulous attention to detail • Initiative and the ability to make critical decisions • A tertiary qualification will be highly regarded • Advanced Microsoft Office skills • A current WWCC prior to commencement • Knowledge of the YBR School community highly advantageous but not a requirement.
Commencement Date	As soon as possible
Employment Status	1.0 FTE
Contract Specification	Ongoing Contract



For more information or to submit a cv please contact

To apply, please provide:

1. A covering letter which identifies:

- Your suitability for the position
- Particular qualities and skills you would bring to the School

2. Full curriculum vitae, including:

- Full name and contact details
- Educational background
- Relevant work history including achievements over and above what is expected in the position
- Relevant skills and experience
- Qualifications and relevant professional development courses
- The names, addresses and telephone numbers of two recent referees who may be approached (after we have sought your permission), in confidence, in relation to your application

Please forward applications to Julie Stobo, Head of Human Resources at julie.stobo@ybr.vic.edu.au

Queries may be made, in confidence, to Julie on 9528 8305 or julie.stobo@ybr.vic.edu.au

Detailed Role Description
Applications Close

Please click here

12 noon Friday 22 October 2021