



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"> • Executing the smooth management of the Executive functions of the school. • Working closely with the Principal and liaising with the Executive 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 upmost 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"> • A minimum of 5 years plus 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 • A calm and courteous manner with a strong customer service focus • 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 (or the ability to provide one prior to commencement)
Commencement Date	13 July 2020
Employment Status	1.0 FTE
Contract Specification	Ongoing Contract



<p>For more information or to submit a cv please contact</p>	<p><u>To apply, please provide:</u></p> <p>1. A covering letter (no longer than 2 pages) which identifies:</p> <ul style="list-style-type: none"> • Your suitability for the position • Particular qualities and skills you would bring to the School <p>2. Full curriculum vitae, including:</p> <ul style="list-style-type: none"> • 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 <p>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</p>
<p>Detailed Role Description</p>	<p>Please click here</p>
<p>Applications Close</p>	<p>12 noon Friday 12th June, 2020</p>