

Senior Administrative Assistant

An interesting full-time position has arisen at the Woolcock Institute of Medical Research (WIMR) for a Senior Administrative Assistant.

The WIMR is a world-renowned medical research institute focusing on the causes, prevention, diagnosis and treatment of respiratory disease and sleep disorders.

The position is located at our new state-of-the-art premises at Glebe, Sydney.

An anticipated bright future for the WIMR will present the right person with new challenges, the opportunity to learn and the environment to make a valuable contribution to the ongoing success of the WIMR.

You will be involved in a variety of activities working primarily with the WIMR's two senior executives as well as with a broader group of researchers and technicians.

Activities will include diary management, extracting relevant articles and papers for inclusion in presentations, effectively contributing to the arrangement of internal/external meetings and conferences as well as more general office support activities.

Strict adherence to privacy and confidentiality legislation and protocols is required.

This is an excellent opportunity for a person to further enhance their skills and experience in administration.

Essential Criteria:

Excellent command of verbal and written English; excellent communication and interpersonal skills; a high level of competency with Windows based contemporary software; typing skills with a high level of accuracy and a flexible attitude to work requirements.

Desirable Criteria:

Proven ability to work effectively within a team environment. Demonstrated experience in a similar role.

Applicants must be able to provide first-class customer service and ideally be able to start within 4 weeks.

A competitive salary, which can be made more attractive through the opportunity to salary package, will be offered to the right person.

Applications are to be made by email to Chris Burke, chrisb@woolcock.org.au by 19th August 2008.