

# administrator/pa to executive & chair

- **Historical building, harbourside suburb**
- **Part-time, 4 day week (or equivalent)**
- **Start mid-January 2010**

This national organisation works to improve the lives of adults who need their assistance, throughout Australia. Their long-term strategy is for those adults to be able to access the specific services they need to ensure health, well-being and meaningful engagement in the communities in which they live.

This role is the mainstay of their office – you will manage all administration and PA functions for a small, dedicated team to ensure the smooth day-to-day running of the office including database maintenance, assisting with events logistics and mailouts, and providing PA support to the executive team.

You must have administration/PA experience in a not-for-profit organisation, as well as high-level computer literacy, attention to detail and the ability to provide pro-active PA support to two busy executives.

If you would like to contribute to an organisation passionate about improving lives, please email your resume to [cv@ngorecruitment.com](mailto:cv@ngorecruitment.com) or contact Shiree Thomas on 02 8243 0570 quoting reference number 29905.



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