



GREAT DANE

Executive Personal Assistant

POSITION TITLE: Executive Personal Assistant (Full-time)

REPORTS TO: CEO & Creative Director

Great Dane is seeking a confident, motivated and organised Personal Assistant to support the CEO and Creative Director in day-to-day operations. This is an excellent opportunity for someone looking to work in a creative environment who possesses a professional and self-motivated attitude. Organisation and time management skills with the ability to multitask would be highly regarded!

Established in Melbourne in 2002, we are a small team of furniture enthusiasts with an unbridled passion for timeless Scandinavian design. This passion and drive for great design have seen us establish an inimitable reputation for quality, service, craftsmanship and knowledge.

THE ROLE:

This will be a Full-Time role, based in Melbourne, and will be supporting the CEO and Creative Director with tasks such as;

- Maintain an in-depth understanding of the business in order to establish priorities & manage expectations
- Experience in using Microsoft suite plus other IT programs such as using Share Point and project management tools
- Manage the CEO's electronic diary; booking meetings, phone calls, interviews etc.
- Answer calls & handle queries
- Prepare correspondence on the CEO and Creative Director's behalf
- Organise travel & prepare travel itineraries
- Organise internal and external meetings
- Be a confidante & handle sensitive information confidentially
- Look at creative ways to support the business

DESIRED SKILLS & EXPERIENCE:

- Multi-task effectively with confidence & flexibility
- Be positive, upbeat, self-starting with a 'can-do' attitude
- Be familiar with online calendars, cloud systems and project management tools
- Have strong communication skills (telephone/ email/ in person)
- Have the ability to effectively coordinate daily calendars

To be considered for this role, please direct applications to madeleine@greatdanefurniture.com