

Personal Assistant

POSITION DESCRIPTION

Job Status:	Part Time
Reporting to:	Creative Director & Owner
Hours per Week:	To be Discussed
Rate:	To be Confirmed
Location:	Faire & Co Studio

This position is engaged to assist the Owner in daily runnings of Faire & Co. A pro-active, organised and experience PA is required in order to assist the business grow and streamline current processes and procedures, as well as enhance, our already stellar, customer service program.

This role is a part time position and will be paid by the hour, based on hours worked. Timesheets should be submitted on the 13th and 27th of each month for payment.

KEY COMPETENCIES

Super Focused
Highly Organised
Great Communicator
Pro-active
Honest & Reliable
Committed
Growth Mindset

CORE RESPONSIBILITIES

- Excellent verbal and written communication skills as you will be dealing with other people on a daily basis.
- Highly organised and good with managing time; ensuring all appointments, meetings, and other demands are well-scheduled.
- Have thorough knowledge of the company and its operations.
- Good with managing and coordinating business staff.
- Can multitask and make quick, critical decisions; able to work well under pressure.
- Are good at conducting research and preparing reports on business operations.
- Assist with planning and preparation of events.
- Reading, monitoring and responding to the owners email.
- Answering calls and liaising with clients competently.
- Preliminary drafting of correspondence on the owners behalf,
- Delegating work in the owners absence,
- Diary management
- Planning and organising meetings,
- Taking action points and writing minutes and adding to task lists.
- Planning and organising events,
- Improving office systems
- Conducting research,
- Preparing presentations,
- Managing and reviewing filing and office systems,
- Typing,
- Sourcing and ordering stationery and office equipment,
- Managing ad hoc projects
- Liasing with Book keeper, where required.

SOFTWARE/APPS WE USE

Slack
Asana
Square
Wix
Pinterest

TOOLS REQUIRED

Working with Children Check
Driver's Licence

BUSINESS INFORMATION

Faire & Co Pty Ltd (ATF Valli Family Trust)
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