

# Sample Position Description

The position description is intended to help you articulate the skills and competencies you require for the job(s) at hand. To demonstrate, the following sample position description has been designed to hire a Personal Assistant.

## POSITION DESCRIPTION – EXAMPLE

<b>JOB TITLE:</b>	Personal Assistant
<b>DIVISION:</b>	All
<b>REPORTS TO (title):</b>	Operations Manager
<b>DATE PREPARED / REVIEWED:</b>	
<b>LOCATION:</b>	

### **Position Objective:** (the primary reason the position exists)

This role provides administrative support to the Operations Manager along with some office management duties.

### **Key Responsibilities:**

- Administrative Support:
  - General word processing and excel work
  - Take minutes of the monthly meetings
  - Diary Management
  - Preparation and distribution of reports
  - Review and attend to emails
- Office Management:
  - Oversee receptionist
  - Organise and coordinate all corporate travel and accommodation arrangements
  - Organise meetings, functions and conferences

### **Reporting Relationships:**

This position reports directly to the Operations Manager.

Reporting to this role, depending upon individual structures are the following positions: n/a

### **Competencies:** (knowledge and soft skill requirements of this position)

- Professional & Technical Excellence
  - Maintains currency of knowledge by learning and application of new concepts
  - Rapidly learns and integrates new information into business activity
  - Strives for continuous improvement in job knowledge through training, education & experience

# Sample Position Description

- Planning & Organising:
  - Applies time management & prioritisation of competing demands
  - Establishes appropriate course of action for self and/or others to accomplish a specific goal
  - Stays with a position or plan of action until the desired objective is achieved or is no longer reasonably attainable
- Problem Solving:
  - Uses technical knowledge & expertise to generate effective solutions
  - Identifies underlying issues or problems in the resolution of issues
  - Applies a constructive approach to solving problems with minimal supervision

**Qualifications:** (education, experience and technical skills required of this position)

- Internet and PC proficiency with good MS Word skills and preferably MS Excel
- Related tertiary qualifications - well respected although not essential for this role
- Proven administrative assistant experience

## Salary / Benefits:

**Salary Range:** \_\_\_\_\_

**Super included in salary:** Yes

**Super:** 9%

**Base Salary:** \$60k

**Bonus:** Entitled to overtime/flexitime

**Standard hours of work:** 8.30 – 5.30

**Other benefits:** Health, cafeteria, gym, company discounts

**Position Benchmarks:** (A person applying for this role must possess and/or achieve the minimum criteria listed in each category above. In addition, the following criteria must also be achieved during the recruitment & selection process).

COMPETENCY DIMENSION	BENCHMARK
Professional & Technical Excellence	
Planning & Organising	
Problem Solving	
Other competencies	

NB: Refer to Sample Interview Guide for benchmark score interpretation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date