

Secretary/Office Administrator

BBS Communications Group is an independent and highly regarded firm and we are seeking a person who can effectively represent our firm through excellent secretarial skills, polished personal presentation, strong written and verbal communication skills.

About the Role

We're looking for a highly competent and energetic Secretary/Office Administrator to join our busy public relations agency. This person will manage the administration of our CBD office, support the Chairman and Managing Director and interact regularly with clients, senior government/public sector/corporate leaders and their offices.

The successful applicant will be confident, proactive and have excellent computer skills (document creation and presentation formatting). BBS is a creative and fun work environment, with a focus on client service and achievement.

General Office Administration

- Reception duties - phone answering, greeting, meeting room management
- Manage stationery and kitchen supplies
- Banking and expenses reconciliations (taxis, Uber, post etc)
- Filing
- IT back-up support
- Staff event coordination
- Client event management (catering, venue, invitations, RSVP management etc)

Secretarial Support

- Executive diary management and general secretarial support
- Management of Board meeting schedules and notes
- Travel coordination
- Document formatting
- Data entry and database management

Office Maintenance

- Maintaining the tidiness of the foyer, boardroom and meeting rooms at all times
- Maintaining the kitchen (washing dishes, dishwasher, cupboard organisation, bins etc)
- Spot cleaning as required (marks on walls etc)
- Organising a 6-monthly all-office tidy/clean



insightful, creative, passionate



Essential Capabilities & Attributes

- High degree of proficiency with the Microsoft Office suite of programs - Word, Excel, Powerpoint
- Excellent written and verbal presentation skills, great eye for detail, and have a high level of accuracy in your work
- Ability to multitask, prioritise work and follow specific instructions and deadlines
- Great team player who can work autonomously when needed
- Great initiative to get tasks done quickly and efficiently, and always thinking one step ahead
- Professional attitude, discretion and client service mindset

Valued Capabilities

- Capability with design program - InDesign (or willingness to learn)
- Social media account operation
- Experience in dealing with government offices and protocol requirements (or willingness to learn)

About BBS...

BBS is an award-winning, independent marketing communications agency working across Australia, New Zealand and the Pacific.

We support our clients in reputation management, product and services marketing, stakeholder engagement, digital and content marketing, plus training across all communications disciplines.

BBS is a dynamic workplace renowned for its positive workplace culture and opportunities for professional growth.

Shortlisted applicants will be expected to provide examples of work, written references and referees at interview stage.

A remuneration package between \$40,000 – \$50,000 is offered – depending on experience and abilities.

Closing Date for applications is 5pm, 6th February 2018

To apply, please email with your resume and examples of writing in a PDF or MS Word format to info@bbscommunications.com.au