

POSITION DESCRIPTION

Title: *Personal Assistant/Studio manager*

Reports to: *Partners*

Mackay Branson design is a Melbourne CBD graphic design studio with two partners and freelance staff as needed. See www.mbdesign.com.au for more information.

Basic Functions

- » Responsibility for administration of the studio
- » Administrative support to Partners
- » Data management in MBOS (studio administration software)

Responsibilities

Responsibility for administration of the studio

- » First response answering telephones
- » Responsibility for meet and greet of clients/suppliers
- » Responsibility to maintain studio supplies
- » Responsibility for management of general office cleanliness/presentation
- » Meet with partners daily for work-in-progress update

Administrative support to Partners

- » Follow up /liaise with clients and suppliers on behalf of partners as necessary
- » Schedule appointments for partners
- » Assist partners with budget preparation
- » Assist partners with project submissions/estimates

Data Management – MBOS

- » Source estimates and enter data
- » Prepare purchase orders as necessary
- » Prepare client invoices for approval by a partner
- » Prepare job project profit and loss reports

Accountability

- » Total client satisfaction achieved in all projects
- » Meet allocated billable hours
- » Accuracy in data entry and record maintenance

Skills and experience

- » High level of attention to detail
- » High level of verbal and written communication skills
- » Well developed personal time management skills
- » Well developed project administration skills
- » Demonstrated ability to take initiatives
- » Demonstrated ability to work independently

Salary

\$50,000 pa plus super plus 5 weeks dedicated annual leave between late December and January.