



Team Assistant

About AusDiagnostics

Headquartered within Sydney Australia, AusDiagnostics is a leading manufacturer of a range of molecular diagnostic instrumentation and reagents servicing human, veterinary and food diagnostics markets. We are committed to achieving excellence in all that we do, with the primary goal of improving patient healthcare within society.

JOB TYPE: Full Time

LOCATION: Mascot, Sydney NSW

MAIN DUTIES/RESPONSIBILITIES:

- Supporting Executives
- Extensive diary management including booking meetings, managing conflicts and providing/following up on all required paperwork prior to both internal and external meetings
- Minute taking during meetings
- Domestic and international travel arrangements including coordination of travel approvals, visas and preparation of itineraries.
- Coordinating meetings and calls (internal and external) including booking conference rooms and logistics, often across several time zones
- Ordering and mailing business items for/to team members to ensure they have sufficient resources to be successful in their roles
- Acting as the point of contact between internal teams and contractors to resolve issues/questions as they arise
- Organizing and scheduling team events and meetings, including catering requirements
- Alerting relevant parties of maintenance requirements when office facilities are broken
- General office management, running day to day errands
- Manage business accounts
- Office administration duties, including but not limited to;
 - Manage and process expense reimbursements for the business
 - Stationery
 - Building and Business Facilities
 - Ad hoc admin and projects

ESSENTIAL SKILLS & REQUIREMENTS

- Previous experience in a similar administrative/support role
- Administrative experience

DESIREBALE SKILLS AND REQUIREMENTS

- The ability to balance conflicting priorities through exceptional time management and decision-making skills
- Exceptional attention to detail and organisation skills
- Excellent interpersonal and communication skills
- Proactive and enthusiastic attitude
- Excellent attention to detail
- Good judgment and discretion on confidential matters
- Ability to balance conflicting priorities
- Strong computer skills