



Personal Assistant (PA) – Full-Time

Department: Corporate Office

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Networking and Engineering (telecommunications) programs, at Bachelor and Master level to Australian and International students.

With a commitment to providing high quality educational programs with professional career outcomes, we are seeking a Personal Assistant to join our corporate team.

To be successful in this role you will have demonstrable work experience in administrative, events planning & management and the provision of corporate services. The position would ideally suit someone who is customer service focused, shows initiative, has a warm and welcoming manner and is able to prioritize and complete tasks in a timely manner with minimal supervision. Previous PA experience in a busy office is mandatory.

This position is only open to applicants who are Australian citizens or who hold a permanent resident visa in Australia.

Qualification: Completed a diploma or a business degree.

To apply for this position please access the position description at www.mit.edu.au/about-mit/jobs-mit . Applicants must address the selection criteria in the PD.

Applications including Cover Letter and answers to the Selection Criteria are to be submitted via Seek or to: hrm@mit.edu.au by Friday 13 July 2018.

Only those candidates selected for an interview will be contacted.