

# Personal Assistant

The position would involve a variety of tasks, including PA to Directors  
Commence in October may be casual part time until the end of the school year.

- Standard office hours: 8:00am – 5:00pm
- Working closely with our directors to assist in their day-to-day activities
- Communicating with clients, suppliers, and job applicants via email and phone
- Updating spreadsheets and databases as tasks are completed
- Assisting our accounts, recruitment, and equipment maintenance teams as needed
- General administrative duties such as filing and scanning

please send resume to [admin@dajwood.com.au](mailto:admin@dajwood.com.au).

For more information please contact :

**Kathryn De Boni**

**Executive Office / HR Services Manager**



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WEBSITE: [WWW.DAJWOOD.COM.AU](http://WWW.DAJWOOD.COM.AU)

WORK FOR US: [WWW.DAJWOOD.COM.AU/WORK-FOR-US](http://WWW.DAJWOOD.COM.AU/WORK-FOR-US)



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