

Position Description

Role	Administrative Assistant
Location	Melbourne – Coburg
Reporting to	Business Administration Manager
Salary	Negotiable
Position Type	Full-time
Contract Term	Permanent [6 month probation]

Primary Focus

To provide detail focussed, high quality support the Ready Set Go business administrative function.

Key Responsibilities

- To be a pro-active and responsive member of the Ready Set Go team.
- Answer all incoming phone calls and general information emails.
- Distribute and/or attend to all incoming mail.
- Ensure the office is stocked with appropriate levels of stationery, printing supplies and kitchen and bathroom amenities.
- Receive and dispatch deliveries.
- Maintain filing systems.
- Co-ordinate services such as waste management, pest management and general maintenance.
- Ensure the environment is visually maintained in a professional manner at all times.
- Accounts Payable data entry.
- Oversee petty cash distribution, approval and reconciliation.
- Perform banking functions as required.
- Consolidate timesheets for casual employees.
- Provide support to the Managing Director, Business Administration Manager and Event Project Managers as required.
- Support of the Ready Set Go marketing effort as required.

ready set go productions pty ltd

p: +613 8689 9050

f: +613 9386 6796

20 williams rd coburg north 3058

po box 5100 moreland west vic 3055

www.ready-set-go.com.au

abn 91 172 931 411 acn 118 453 704

Selection Criteria

Experience

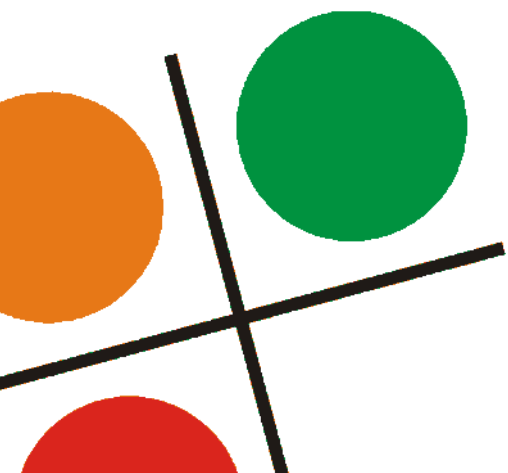
- 3 years proven experience in a similar role
- Must have own car

Skills Required

- Professional and helpful phone manner.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office suite of products. Experience with Quickbooks an advantage.
- High level of attention to detail and accuracy.
- Highly organized and resourceful.
- Able to manage multiple tasks.
- Able to work effectively with minimal supervision.
- A willingness to assist in the day to day operations of the business.

Employment Terms

- This is a full time position.
- Working hours are 9am to 5pm Monday to Friday.
- Ready Set Go is an equal opportunity employer.
- Ready Set Go is a smoke-free workplace.
- Superannuation and WorkCover are provided as per legislation.



About Ready Set Go

Ready Set Go offers total event management service. This can range from the simple sourcing of a suitable venue along with basic catering and technical design to the complete development and coordination of fully produced conferences, award nights and launches.

The Ready, Set, Go! Approach to Event Management

Our approach to event management on its most subjective level is that the food is part of the show, the travel is part of the show, the volume of the speakers is part of the show. It is not just the words spoken by the person at the lectern, it is all of the components we can see and hear, and the best shows are those that create a symmetry between all of these components. A Country and Western theme night should not offer seafood on the table and a jazz band inside a decadent ballroom. Guests should not have to struggle to find a venue, or be cold at the venue, or be prevented from mingling should that be the intention. We have seen thousands of events over the years where the focus on the varied show ingredients are not spread evenly enough to create a pleasurable environment - the lighting may be spectacular and the food appalling, or vice versa. It is the role of the event manager to ensure that the symmetry between components exists, building a clean platform for the hosts to communicate their message unhindered.

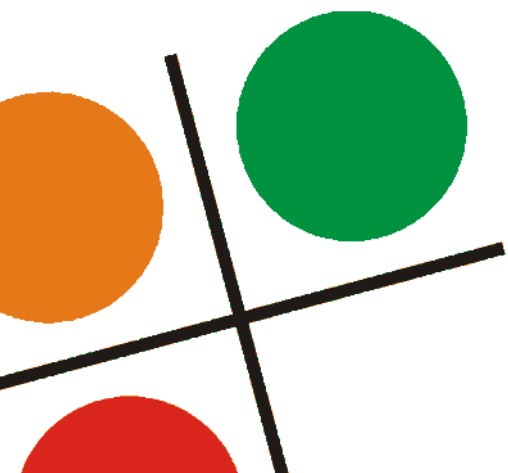
'Corporate Theatre'

The term bestowed upon our industry is 'corporate theatre', and yet, quite often the 'theatre' gets lost at show time. An event should run as smoothly as a Royal Shakespeare Company production of 'King Lear'. The stage should be designed to suit the story, the audience comfortable and attentive, the performers well-rehearsed and the timing should be to the second. An audience can pick an unrehearsed bunch of amateurs and turn against them pretty quickly. We can also find that the opposite occurs – that is, the focus is too much on 'theatre' and the actual corporate message becomes lost in a flurry of moving lights, smoke machines, alienating stages and confused platitudes. The symmetry needs to be found between the 'corporate' and the 'theatre' – a task which we set ourselves on every event we manage.

Our Greatest Resource: People

Our team have accumulated years of experience in all facets of event management and hold a clear and creative sense of what is relevant, what is possible, what is attractive and what is ultimately a successful formula for event success.

It is a tremendous cliché, and we know it's not wholly original but it does hold true: every event is special. Ready Set Go has seen the whole world of 'corporate theatre' evolve dramatically, and we have grown along with it and learnt along the way what works and what doesn't – and most importantly, which elements can create a 'special' event. It is on this intimate experience that our team have built one of the country's most dynamic event management consultancy teams.



This Position Description

As Ready Set Go evolves, so will the roles of all of its staff. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this document.

