



Office Administrator and Personal Assistant

Odgers Berndtson and Odgers Interim are seeking an enthusiastic and professional individual to join our vibrant Melbourne team and contribute to effective business administration whilst supporting two senior Partners across our Sport Practice and Interim business.

We are looking for a unique person who is genuinely interested in great client service and has the capability to help in the management of our Melbourne office. You will provide support on client engagements, think logically to problem-solve issues and add value to our processes and overall business growth.

You will play a key role supporting our clients and candidates, and share the day to day running of the office with our admin team; organising meetings, responding to enquiry and the creation and updating of documentation. On top of this you will be working closely with two of the Partners to assist with PA duties including diary management, expenses, travel arrangements and some event coordination.

If you are a team-player, someone who recognises where there are opportunities to assist with current projects and are willing to step-up and jump-in when needed you will quickly become a valued member of our team. The pace of our business continues to gain momentum so we really need someone who loves to contribute to the team, someone who identifies problems, seeks solutions and identifies opportunities for improvements across the business.

You will need to have some experience working in an office environment, with proven clerical and administration skills. We are happy to offer on the job training, especially across our systems and industry. If you have a genuine interest in people, a great sense of humour, are detailed minded, strive to always provide exceptional service and are keen to learn more about broader business operations then we would love to hear from you.

Please email your resume and cover letter to: melbournepa@odgersberndtson.com