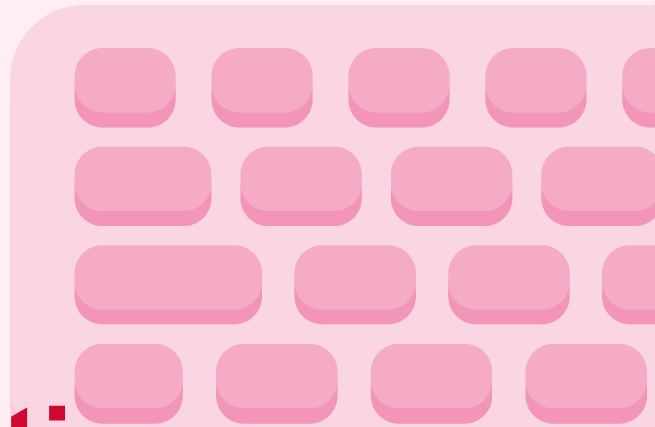


Attraction

Position Description

- Activity



Activity: Advertising a job in an accessible way

Read the job advertisement below.

Personal Assistant (F/T)

ABC Financial Services is a leader in the provision of financial services, generating value solutions to clients across various sectors. The Melbourne office forms part of the national ABC Group, with over 5,000 employees distributed throughout multiple states, with subsidiaries operating in New South Wales, Queensland, South Australia, Victoria, and Western Australia. The Group prides itself on providing exceptional financial services for a range of clients.

We are seeking a dedicated Personal Assistant (PA) to join our team in a permanent, full-time role based in the Melbourne CBD, working directly for the Senior Broker & Business Partner. In this vital position, the PA will anticipate the Senior Broker & Business Partner's needs and provide exceptional support to ensure smooth operation. For success in the role, the PA will possess strong decision-making and communication skills, with the ability to foster collaboration across the team.

Day-to-day responsibilities

- Managing professional and personal scheduling including agendas, mail, email, calls, travel arrangements, client management, and other logistics.
- Proactively managing correspondence, both emails and letters received, including preparation of responses and briefing notes as required, keeping the manager informed and up to date.
- Maintaining professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business.
- Managing, coordinating, and arranging travel and travel-related activities, including booking hotels, transportation, and meal coordination.

- Demonstrating a willingness and capability to perform other duties as deemed appropriate and consistent with professional qualifications, skills, or experience.

Qualifications and experience

- Minimum of 5 years' experience as a PA in a corporate environment.
- A high level of proficiency in office productivity tools (e.g., Microsoft Office, CRM), with an aptitude to learn new software and systems.
- Demonstrated high-level verbal and written communication skills.

Benefits

- Excellent salary base \$75-80k + super, commensurate on experience.
- Work from home flexibility considered following probation.
- Opportunity for career progression and personal growth within the company.

Apply now via the button below.

Please note that only shortlisted applicants will be contacted.

Have a go at re-writing this advertisement using plain language. Consider:

- Adding a diversity statement
- Exploring the [Circle Back Initiative](#) and whether all applicants can be advised of their application status, whether successful or not.

Once you are done, look at the plain language version on the next page for an example.

Personal Assistant (Plain language example)

About us

At ABC Financial Services, we help people and organisations around Australia to manage their money. We have offices located in Victoria and other states. We take time to understand our clients' needs and help them achieve their financial goals.

About the role

We are looking for a new Personal Assistant to support our Senior Broker and Business Partner. This is a permanent, full-time role.

As part of this role you will:

- schedule meetings and keep the partner's diary and calendar up to date
- answer calls and reply to emails and letters
- make sure business information is kept confidential
- make travel arrangements for the Business Partner
- be willing to complete other tasks if you are able.

Your skills and experience

You need to:

- have two or more years of experience working in a similar role
- be able to use common computer programs, such as Microsoft Office and Customer Relationship Management software
- be able to learn new software and systems quickly
- be able to communicate effectively with others.

What we offer

- A great salary of \$75,000 - \$80,000 plus superannuation, depending on experience.
- Potential to work from home after the probation period.
- Opportunities to grow personally and professionally.

We work to promote an inclusive culture in our organisation and the communities we work with. We encourage candidates from all backgrounds to apply. This includes:

- Aboriginal and Torres Strait Islander people
- people with disabilities
- people in the LGBTIQ+ community

- neurodivergent people
- people from culturally diverse backgrounds
- people from all age groups.

We offer adjustments to make sure everyone can be their best at work.

Please contact John on 1234 5678 or john@abcfinancial.com to talk about this position.

To apply, click the link below or email john@abcfinancial.com.

ABC Financial Services is a Circle Back Initiative Employer. This means that we commit to contact every person who applies for this role to let them know if they are successful or unsuccessful.

DRAFT

Scope's Building Employer Confidence is made possible by an Information and Linkages Capacity Building Project funded by the Department of Social Services and the National Disability Insurance Scheme. This training has been co-designed with the valuable input of people with communication access requirements, pilot organisations and our valued partner, Thriving Communities Australia. Contributions from co-designers have directly influenced its design, ensuring it is informed, inclusive and reflective of diverse experiences. We recognise and appreciate the personal stories shared in shaping this impactful learning experience.

This information provides guidance on how to support communication in the workplace with people who have communication access requirements. It should not be relied upon in relation to employment law matters - independent advice should be sought.