



**CHILDREN'S
SERVICES INC.**

educating and caring for our children

Executive Assistant to the CEO/Office Manager

SDN Children's Services is as passionate in 2010 about our mission of providing high quality early childhood education and care, addressing inequalities and strengthening families and communities as we were when we started in 1905.

SDN offers staff a range of employee benefits including:

- Study support
- Dynamic learning and development culture
- Social activities
- Discounted child care fees

We currently have a vacancy for a highly motivated individual to join us in the capacity of Executive Assistant to the CEO/Office Manager at our head office located at **Broadway**.

Our ideal candidate will possess:

- Experience as an EA/PA to a CEO
- Experience managing an office
- Experience supervising a small group of staff
- Excellent written and verbal communication, including experience with Board level minute taking and letter drafting
- Excellent organisational skills
- Excellent customer service and internal consulting skills
- Excellent attention to detail
- Well developed computer skills including MS Word, Excel, Outlook and meeting software

For further information please contact Ms Eileen Johanes, HR Coordinator on (02) 9213 2440. To view the position description and selection criteria for this role, please visit our website at www.sdn.org.au. Applications must address the selection criteria contained in the position description and can be sent to either careers@sdn.org.au.

Applications close: Thursday 18 March 2010