



## PERSONAL ASSISTANT MELBOURNE

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### About the role

An exciting opportunity exists for a dynamic individual who thrives in a fast-paced environment with a can-do attitude. The role is responsible for providing support to our busy Creative and National Sales Directors. It is a varied role that requires flexibility, confidence and the ability to build relationships with internal and external stakeholders.

Since its inception, the driving force behind Hub has been to inspire and share beautiful design. Hub is made up of talented and driven individuals, each one passionate and integral in our organisation.

We carefully cultivate and nurture our Hub spirit with coaching, personal and professional development and an inclusive team environment.

### Desired skills & experience

- You will have experience in a similar Personal Assistant role and environment
- Excellent organisation skills are mandatory. You will delight in seeing things clearly identifiable and looking sharp.
- You like to be ahead of the game and always have your finger on the pulse.
- You have excellent verbal and written communication skills and getting the task done within tight timelines makes you tick.
- An ability to take initiative, be proactive and self-motivate is a must.
- You will bring can-do attitude with strong ability to multitask and prioritise, as your role will be full of variety!
- Excellent attention to detail
- Proficient in the Microsoft Office suite, in particular Excel
- You will be able to manage sensitive information in a professional and confidential manner
- Able to apply a common-sense approach to problem solving
- You must have the right to live and work in Australia.

### Primary responsibilities

- Diary management of two busy Directors
- Managing interstate and international travel arrangements for a busy team
- Attending client and internal meetings, recording minutes
- You will be preparing pricing and quotes for clients
- Preparing sales and other reports
- Managing personal finances
- Attending to a variety of personal tasks to assist Directors
- Liaising with key stake holders on behalf of Hub and its Directors

### What we offer

- Competitive pay rates
- Amazing staff discount across our products
- Recognition and rewards for outstanding performance
- Excellent training and professional development
- A vibrant, fast paced and fun work environment within a supportive team.
- Career growth & development

### About us

Hub Furniture Lighting Living is a privately owned family company with showrooms and offices in Melbourne & Sydney. We are proud to represent the very best international brands exclusively in the Australian market. We offer high-end products in furniture, lighting, flooring and accessories including art and sculptural objects. We are recognised for our friendly and approachable staff and for providing a retail environment that is welcoming and creative.

If this is you, apply now by sending your CV and a cover letter describing why you think you would be a perfect candidate to [careers@hubfurniture.com.au](mailto:careers@hubfurniture.com.au).

[www.hubfurniture.com.au](http://www.hubfurniture.com.au)