

Personal Assistant



- Work for a well-respected financial services firm
- Care for a client base of educated medical professionals
- Support a Tax Consultant of the business
- Be mentored by a passionate & energetic Team Leader
- Fantastic training & support provided
- Work within a close-knit and motivated team of 15 PAs
- Awesome employee benefits & attractive salary package
- 'Free' leave over the festive season during office closure

Due to the growth of our client base, DPM has created a number of new opportunities for exceptional Personal Assistants to join our close-knit team of 15 P.A's. This is a rare chance to join DPM's team of Personal Assistants and learn from the best!

You'll get the opportunity to develop a great working relationship with your Consultant & become the point of contact for their client base of successful medical professionals. While previous experience in a Financial Services environment is highly desired, a positive go-getter attitude is a non-negotiable for us!

Who we're looking for:

- Someone with a positive, enthusiastic personality – and a can-do attitude!
- A driven and energetic team player who loves to pitch in wherever they can!
- An incredibly organised and detail-oriented individual
- Someone with excellent communication skills & a client centric mindset
- A professional support person who has solid experience in a P.A. role
(*financial services or legal industry experience preferred*)

About us - DPM is a leading financial services firm based in Melbourne and we pride ourselves on our unique & friendly workplace culture. We also provide our people with:

- ✓ Unbelievable employee benefits like EXTRA annual leave, a Monthly Celebration Day plus loads more...
- ✓ A focus on personal learning and development with room for career progression
- ✓ Modern office in a convenient location near public transport - Domain Interchange/ Royal Botanic Gardens

Reporting to a progressive, energetic and development focused Team Leader, your normal day includes:

- Providing an exceptional level of service to a professional client base
- Providing administrative support to your Consultant as required
- Liaising directly with our clients via email and phone
- Assisting your Consultant with the lodgement and processing of tax documents

But there is a catch. To be in the running for this great opportunity, you should have:

- Demonstrated administration background in a professional services environment (**min 5 years**)
- Advanced coordination and/or administration skills
- Outstanding organisational skills and strong attention to detail
- The ability to work in a team, with a sense of initiative and strong communication skills
- Demonstrated ability to build and maintain positive working relationships
- Intermediate to Advanced proficiency in MYOB AE, Excel and Word

Interested?

[Apply directly via Seek today!](#) Applications must close on **Friday 31 May** - any applications received after this date cannot be considered.

Only candidates that submit a **CV and Cover Letter** that totally 'wow' us will be considered for this amazing opportunity!

If you have further questions, please contact the People & Development team at **(03) 9621 7183**.

Position Details	
Title	Personal Assistant - Tax & Accounting
Division	Tax and Accounting (T&A)
Leader	Team Leader Tax & Accounting Support
Time Fraction	Permanent Full-Time
Reviewed Date	April 2019
Position Overview	
A Personal Assistant provides high level support to a specialist Consultant(s) and their client base to ensure that the Consultant(s) can remain focussed on management and service delivery for their client base.	
DPM Values - Everyone is expected to perform their role and conduct themselves in line with DPM's values and Code of Conduct	
Everyone at DPM is expected to perform their role and conduct themselves in line with DPM's values: Teamwork / Collaborating as one Accountability / Owning our actions Expertise / Providing innovative solutions Recognition / Valuing our people and clients Integrity / Acting with honesty, fairness and respect Passion / Enjoying everything we do!	
What does 'Good' look like for this role?	
<ul style="list-style-type: none"> • Client relationships are maintained via high levels of service and appropriate/timely communication • The Consultant's time is adequately managed with appointments/meetings/priorities • Action items from client meetings are undertaken in a timely and complete manner • Relevant tax related processes are performed accurately and in a timely manner • Contributed to the broader T & A Consultant Support team 	
Position Responsibilities	
Organisation	<ul style="list-style-type: none"> • Coordinate Consultant's time and exercise judgement on priorities • Manage communications on behalf of Consultant(s) e.g. emails, mail, calls and voicemail • Manage and track team and client workflow to ensure lodgement deadlines are achieved
Client and Meeting Support	<ul style="list-style-type: none"> • Liaise directly with clients via emails and calls • Attend and support team WIP/client management meetings • Provide exceptional client service (e.g. meet and greet, listen/identify opportunities to enhance their experience with DPM) • Coordinate the client appointment booking process (phone, email or online booking system) • Follow up Consultant(s) post meetings to ensure action items are noted/followed through • Ensure all internal business requirements are updated and completed post meetings
General	<ul style="list-style-type: none"> • Provide administrative support to Consultants as required • Understand and utilise ATO portal as required • Assist with the requirements to establish new Trusts and Companies and relevant ATO registration requirements • Actively participate in team meetings and project work within T & A division • Maintain accurate client data and information • Provide peer/reception cover occasionally
Qualifications/Experience/Skills	
<ul style="list-style-type: none"> • Demonstrated experience (5+ years) in a similar position in a Professional Service setting (e.g. Personal Assistant) • Outstanding organisational skills and a strong attention to detail • Demonstrated ability to take initiative • Team player with an ability to share and convey knowledge • An ability to build relationships with a variety of people • Advanced co-ordination/administrative skills • Sound communication skills (written and oral) • Computer literacy – MYOB, Excel, Word (Intermediate - Advanced) 	