

Function Description:

Function:	Personal Assistant	
Branch:	ANY	<u>Arnott Industries</u>

Place in the organisation:

Hierarchically falls under Branch Manager.

Purpose of the function:

As a PA (personal assistant) you will be working alongside managerial/directorial staff to provide administrative support usually on a one to one basis. PAs need extensive knowledge of the organisation which they work. They need to know who key personnel are and understand the organisation's aims and objectives.

Take note of information and follow instructions:

- Carefully read the Arnott Industries Bulletin each week.
- Participate in training and progress meetings.
- Properly implement the instructions of their allocated employee.

Contribute positively to the organisation:

- Fulfil tasks given to them to their utmost best ability.
- Adhere to the company rules and if necessary draw the attention of colleagues to these rules.
- Contribute to a good working atmosphere.

Whilst on our site and wearing uniform, you are representing the company so you should be acting with the utmost professionalism. You will also have to abide rules such as; raiding and robberies may only take place in wartime, unless a Branch Manager authorizes it out of wartime.

Applications have not been opened yet for this position.