



OFFICE MANAGER

Roberts Day is looking for a passionate, motivated, team player to fill the position of Office Manager in our Melbourne office.

Roberts Day offers a positive team environment, rich learning opportunities, a dedicated professional development programme, competitive reward and remuneration packages and the opportunity for travel and research.

THE POSITION:

Your primary focus is to positively contribute to **PERFORMANCE** of the business, through:

- LEADERSHIP** Display initiative and enthusiasm
- CULTURE** Operate in a manner that is aligned to the RobertsDay Vision and Values
- EXCELLENCE** Utilise adopted systems and procedures to maximise the performance of the Studio and ensure consistency across our business
- STRATEGY** Assist in the development of the Studio Business Plan and associated budgets
- CONTROL** Ensure Studios operate within adopted Studio Business Plan's and associated budgets
- EXCEPTIONAL** Provide quality responsive service to clients, visitors and staff
- TRACKING** Compile, process and distribute regular reports to assist with Studio management
- SUSTAINABLE** Ensure our offices are maintained to a professional standard and associated equipment is in sound working order
- PERFORMANCE** Support the efficient and accurate management of our project and business procedures

TO APPLY

If you share our vision and values and meet the requirements of the position, please apply by emailing or posting your application, including a CV to:

Martine White, Principal
Roberts Day
GPO box 6369
East Perth
WA 6892

Email: martine.white@robertsday.com.au

Enquiries about the position should also be directed to Martine White on ph: 08 9218 8700.