

# PA/Regional Administrator



**Reports to: Regional Manager**

**Key relationships: Senior Leaders, Area Managers, Centre Managers**

**Authority level: as agreed with RM**

## WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. If you're passionate about making a difference, you belong here.



### WHAT YOU'LL DO

- Assist in organisation of regional meetings/events, including travel, accommodation, and venue facilities
- Manage regional activities, including but not limited to PLD delivery in a range of roles such as Area Managers and Centre Managers
- Calendar management for various Senior Leaders
- Assist with monthly operational reports for the Regional Manager
- Maintaining capital expenditure budget spreadsheets
- Be a great communicator
- Maintain an accurate record of centre allocations, advising appropriate personnel when changes happen
- Undertake project work and additional personal assistant duties for Regional Management as required
- Support recognition across the region and help acknowledging the little things as they happen.
- Represent and promote BestStart as a great place to work!



### HEALTH &

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations relevant to the workplace



### THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Must have excellent Microsoft office suite software knowledge
- A minimum of 3-years' experience in a role dealing with similar administration functions
- Ability to analyse and evaluate effectiveness of initiatives and determine change in direction where necessary
- A love of collaborating with people from all parts of the business, great customer service skills and comfort speaking with all levels of stakeholders from the CEO to our children.
- Be known as an expert in your role – learn new processes and understand how to implement them quickly and easily.
- A drive to get things done accurately and never afraid to fail fast, try again and find a new way to do things.
- Ability to be flexible and adaptable as things can change often and tasks can pop up with little notice.
- Loads of curiosity, you are known for asking questions, you read (a lot) and acquire an awesome understanding of ECE sector fast!
- Consummate professional always acting with honesty and integrity