

IMPORTANT – We are advertising for 2 (two) part-time PA roles. The roles are exactly the same and as described in this job description, the difference is in the work schedule.

One PA will work Monday to Wednesday (3 days per week), the other Wednesday to Friday (3 days per week).

Please indicate which position you are applying for, when submitting your CV.

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|-----------------------|---|-------------------------|--|
| Job Title: | Personal Assistant | Travel Required: | Occasional |
| Job Location: | Office-based 63b Temple Street, SG 058608 | Contact: | Dr Oberdan Marianetti om@oberdanmarianetti.com |
| Position Type: | Permanent, Part-Time (3 days per week) | Salary: | \$ 3,000 per month, pro-rated (\$ 1,800) Plus CPF Plus performance bonus |

Applications:

SUBMISSIONS:

Please submit your cover letter and CV by visiting
<https://www.oberdanmarianetti.com/paapp>
or scanning the QR code to the right



Job Description

WHO WE ARE

Dr Oberdan Marianetti is a qualified psychologist and clinical sexologist, a certified Wim Hof Method instructor, and an Oxygen Advantage instructor. He integrates his knowledge, skills and experiences in a variety of business activities that include:

- Leading a full-time clinical practice as a counsellor
- Directing a psychological process designed to transform people’s lives, called OM-ICE
- Coaching Wim Hof Method and Oxygen Advantage techniques
- And several additional projects that he is passionate about

All these services are designed, led and executed based on the core principles that define the company’s identity, which can be summarised as follows:

PURPOSE

To alleviate unnecessary suffering for all.

VISION

To create a world where mental and physical health co-exist as complementing therapies and priorities.

MISSION

To help individuals to reconnect to their innate power.

VALUES

Care, Love and Respect

JOB BRIEF

Are you looking for a new challenge and an opportunity to showcase your skills and advance your career?

If you are empathic, ambitious, a skilled problem-solver and with excellent organization and time management skills, able to manage complexity and remain focused, we have the perfect job for you!

We are looking for a responsible Personal Assistant to provide personalized support in a well-organized and timely manner to support the Director's working life and communication in all his daily activities.

It is important that a PA has great interpersonal skills, is well-presented and professional.

WHAT YOU'LL DO

- Admin:
 - Answer clients' queries via email or phone
 - Coordinate clients flow for face-to-face or online sessions
 - Liaise with vendors for office supplies and upkeep
 - Manage Director's calendar
 - Manage Director's travel arrangements
 - Manage documents and files
 - Manage office budget
 - Manage office inventory
 - Process company correspondence
 - Schedule and coordinate client sessions or meetings
- Projects
 - Carry out specific projects or tasks as instructed by the Director
 - Conduct or prepare any research that the Director may require
 - Coordinate project strategies, timelines and resources
 - Create documents, presentations or spreadsheets as required by Director
- Any other duties as may reasonably be required by the Director

WHAT YOU'LL BRING WITH YOU

- Attitudes
 - Assists others who are in need of help
 - Enjoys having a set schedule
 - Enjoys helping and contributing to the happiness of other people
 - Finishes important tasks right away
 - Focuses on tackling new challenges
 - Happy to think about abstract concepts
 - Open to trying new things
 - Pays attention to detail
 - Spends time preparing
- Qualifications and Experience

- Bachelor's degree preferred
- PA diploma or certification would be considered an advantage
- Previous client services experience preferred
- Previous PA experience of 3+ years would be considered an advantage

PREFERRED SKILLS

- Analytical
 - Ability to research and gather data
 - Ability to process complexity and derive synthesis
 - Ability to resolve problems creatively and effectively
- Communication
 - Ability to listen fully and execute accordingly
 - Ability to skilfully give and receive feedback
 - Ability to openly and honestly speak to express own views and thoughts
 - Communicating in a concise and precise manner
 - Excellent verbal and written proficiency in the English language
- Client services
 - Ability to skilfully assert their thoughts and persuade
 - Ability to interact with all clients
 - Ability to deal with sensitive information with discretion and maintain confidentiality
- Information Technology
 - Basic understanding of social media
 - Proficient use of Microsoft Excel, Word and PowerPoint
- Organisational
 - Able to coordinate, organise and plan multiple tasks and projects
 - Efficient in the use of all resources
 - Exceptional time management
 - Experienced in prioritising multiple concurrent tasks

ADDITIONAL NOTES

- Working hours: From 9:30am to 6:00pm, with 1 hour lunch and 2x 15 minutes breaks
- Location: Office-based in Singapore, Chinatown
- Paid annual leave after first 3 months: 14 days pro-rated, plus public holidays
- Probation period: 3 months
- Training provided on the job

APPLY ONLINE AT:

<https://www.oberdanmarianetti.com/paapp>

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| Approved By: | Dr Oberdan Marianetti | Date: | 24 April 2022 |
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