

VOI Career opportunity - Personal Assistant

Advertised by VOI OUTLETS (European Designer's Outlet)

Full Time

Closes 15/04/2010

VOI has been a forerunner in the concept of the European designer's outlet since the late 1990's, and has now established an 800m² store on the luxury shopping precinct of Castlereagh Street in Sydney. Fresh from the European collections VOI stocks men's and women's suits, shirts, ties, casual wear and a large range of accessories from Europe's finest designers (For brands currently stocked at VOI, please visit: www.voi.com.au).

The guiding principle of VOI is to provide our clientele with the ultimate designer brand shopping experience in a luxe atmosphere of an exclusive boutique yet at the price of a great sale.

Our success thus far is the product of our people's passion, commitment, dedication, expertise and knowledge in European high fashion.

We are seeking a full time Personal Assistant to provide secretarial support to the VOI Managing Director and administrative support to the sales team at VOI.

To be successful in this position you need to possess superior time management and organisation skills including coordinating daily operational events and preparing correspondence for the Managing Director. A proven ability in office management procedures coupled with a high level of competency in both written and verbal communication and advanced Microsoft Office computer skills are required for this position.

You need to be confident in prioritising tasks designated to you, executing the tasks assigned to you with efficiency, and providing ongoing briefing to the Managing Director. You need to be proactive and results driven.

Your past experience will also include administrative support where you have demonstrated integrity, trust and respect to co-workers and clientele. Experience in fashion sales and marketing will be highly regarded. Proficiency in Italian language will be an advantage.

To apply, please send your resume to recruitment@voi.com.au