

<b>Job Title:</b>	Personal Assistant	<b>Travel Required:</b>	None
<b>Job Location:</b>	Office-based 63b Temple Street, SG 058608	<b>Position Type:</b>	1 Year full-time contract, with option to convert to permanent
<b>Salary Range:</b>	\$ 3,000 per month Plus performance bonus	<b>Date Posted:</b>	1 March 2021
<b>Contact:</b>	Dr Oberdan Marianetti om@oberdanmarianetti.com	<b>Application Deadline:</b>	15 March 2021
<b>Will Train Applicant:</b>	Yes		

#### Applications:

##### SUBMISSIONS:

Please complete the online application 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, and a certified Wim Hof Method and 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 techniques
- Coaching Oxygen Advantage techniques
- And several additional projects that he is passionate about

All his business activities and projects are designed, led and executed based on the core principles that define his professional identity foundation, which can be summarised as follows:

##### PURPOSE

Alleviating unnecessary suffering for all.

##### VISION

A world that balances psychological and physical health for all to live a fulfilling and satisfying life.

##### MISSION

Reconnecting individuals to their innate power.

##### JOB BRIEF

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

If you are empathic, 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 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
  - 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**

- Competitive salary and annual bonus based on performance
- Working hours: Monday to Friday from 9am to 6:30pm, with 1 hour lunch and 2x 15 minutes breaks
- Paid annual leave after first 3 months: 14 days pro-rated, plus public holidays
- Probation period: 3 months

Approved By:	Dr Oberdan Marianetti	Date:	1 March 2021
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