

Personal Assistant

Cellular Cancer Therapeutics

- **Make an important contribution to the health of children through medical research**
- **Work with one of Australia's most respected national and independent medical research institutes**
- **Located in Westmead, one of Sydney's and Australia's major biomedical research hubs**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research centres. Our research focuses on the areas of embryonic development and birth defects, cancer, neuroscience and gene therapy and we have a strong international reputation based on our research outcomes. It is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

We are seeking a team-orientated, highly motivated, dependable, and enthusiastic **Personal Assistant to the Unit Head of the Cellular Cancer Therapeutics Laboratory**. The unit, based at CMRI is led by Professor Patrick Schlegel who, along with his research team, are developing novel CAR-T therapeutics for cancer. This is a fantastic opportunity for the successful candidate to enter a productive laboratory in a dynamic and professional organisation and to work directly with the principle investigator in supporting this exciting research program.

Some of the main duties will include:

- Organising the Unit heads diary, meetings and functions
- Coordinating travel arrangements when needed
- Preparation of files for internal meetings
- Meeting/conference preparation
- Correspondence and agenda organisation
- Accurately recording minutes from meetings
- General administration duties and housekeeping



Key requirements:

- Highly organised
- Ability to proficiently use Microsoft Word, PowerPoint, Excel and Outlook.
- Excellent written and verbal communication skills
- Strong attention to detail
- Independent with a strong sense of responsibility
- Previous experience in Medical/Research sector desirable
- Previous administration experience is highly regarded but not essential

The hired individual will be compensated with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a cover letter (citing **PV2113**), curriculum vitae, relevant qualifications and contact details (phone/email) of three professional referees and can be forwarded to recruitment@cmri.org.au.

We will interview suitable candidates as applications are received. Closing date for applications is **30th April 2021**. Please direct enquiries regarding the position to vjones@cmri.org.au.

