

## **Entrepreneur's Assistant / EA – Whodeani P/L**

If you enjoy a healthy work/life balance, you will enjoy working for one of Australia's leading Entrepreneurs & be truly rewarded for your talents!

You will be expected to provide operational support and advice to a growing group of businesses and business interests with current projects including iPhone applications, an in progress movie script, an online marketing book, a micro brewery, various listed company investments and the operational entity, Whodeani P/L, that is attached to all of these.

Use your skills to coordinate, liaise and complete tasks following instructions provided by the Managing Director and at all times maintain high standards of client/partner service ensuring a professional attitude.

### **PRINCIPAL ACCOUNTABILITIES:**

- Maintains the appointment schedule for the Managing Director ensuring that he has the required briefing papers, reports etc, to enable him to make informed decisions.
- Organizes and maintains a filing system for general business and accounts.
- Reads and routes general incoming mail (including social media such as Twitter, Blog comments and Linked In.)
- Manages diary and appointments ensuring Managing Director is fully appraised of places, times and participant names and positions as required.
- Manages and maintains various online presences including main website, blog and social media.
- Co-develop, implement and monitor marketing programs for company interests.
- E-Marketing/Online Advertising (must understand SEO, SEM, CPC, CPA, CPM etc...)
- Monitor changes/communications in the market that may present new opportunities/challenges for the Company and its interests.
- Prepare meeting minutes, presentation material and general correspondence.
- Takes notes at attended meetings. Prepares and distribute minutes.
- Arranges and coordinates travel schedules and reservations.
- Resilience to work under pressure and adapt to change.
- Prepares outgoing mail and correspondence, including e-mail, social messaging and faxes.
- Formalize, Register and Manage IP.

### **QUALIFICATIONS AND EXPERIENCE:**

- Excellent interpersonal and communication skills vital.
- Knowledge of Online 'Cloud' (network) applications including Calendering, Storage, Mail, Word Processing and Spreadsheets. Knowledge of Google Adwords and iTunes Connect a bonus.

- Typing Speed of 60wpm
- A current Drivers License.
- A current passport and the ability to travel on relatively short notice.

You will play a key role within the Managing Director's many business interests and be someone who doesn't mind pitching in to help with whatever is required.

You will be involved in a range of projects and may at times be required to attend out of work functions.

You possess excellent communication skills (vital), are enthusiastic, self-disciplined and tenacious with strong commercial acumen.

Previous experience with or in an online business a must.

An attractive salary package including performance bonuses and the ability to work on your own project(s) will be negotiated with the successful applicant.

Only applicants that meet the above criteria will be considered. Please, no phone calls and no agencies. Strictly, no phone calls and no agencies.

If you would like to be considered for this position, apply by forwarding your resume and cover letter to [hr@whodeani.com](mailto:hr@whodeani.com).

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