Case Study

Scenario

Congratulations! You have just received notification that you have been promoted to a newly created position in the Valley View "On the Move" Project Team.

However, you now have the task of recruiting a suitable person to fill your current position as the Executive Assistant to the Manager of the Editing and Publishing Department.

When you applied for this position three years ago you were provided with the following Position Description.

<table>
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<th>POSITION DESCRIPTION</th>
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<tr>
<td><strong>Job Title:</strong> Executive Assistant</td>
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<td><strong>Reporting To:</strong> Manager, Editing and Publishing Department</td>
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<td><strong>Hours:</strong> 8.30am - 5pm weekdays</td>
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**Key Relationships:**
- Manager, Sales and Distribution Department
- Managers and Executive Assistants in the other departments

**Position Summary:**
The primary role of the position is to provide administrative support to the manager and other staff within the department.
The position is expected to contribute to the general operation of Valley View Publishing, by working with other members of the staff as required.

**Responsibilities:**
- Undertake all administrative tasks including word processing, spreadsheet, and database management as required by the departmental manager
- Prepare correspondence as required
- Make travel arrangements for the departmental manager
- Maintain a diary and booking system for the meeting and seminar rooms
- Organise meetings and all associated documentation as required by the departmental manager
- Maintain an efficient records management and control system
- Provide friendly and efficient service to clients

**Additional Requirements:**
- Relevant tertiary qualification
- Current Driver's Licence preferred
As you developed in this position you assumed additional responsibilities and privileges such as interstate travel to attend the launching of new publications. This is now an integral part of your job as it give you a chance to get to know the authors personally.

The additional responsibilities are listed below and therefore a new Position Description will be required.

**Additional Responsibilities:**
- Liaison with authors, publicity companies, printers
- Supervision of the new departmental administrative assistant and provision of training where appropriate
- Make interstate and overseas travel arrangements for authors as required
- Arrange promotional tours for authors and publicists
- Produce and up-date departmental procedures manuals as required