

# Charter Keck Cramer

Available Position: Secretary



**Job Title:**  
Secretary

**Hours:**  
Full Time

**Location:**  
Level 19, 8 Exhibition Street  
Melbourne VIC 3000

Charter Keck Cramer is a Strategic Property Advisory Firm, employing 160 staff across its Melbourne, Sydney and Singapore offices. The firm provides a wide range of property services across Advisory, Research, Valuations, Projects and Capital.

## Position Overview

Charter is seeking to appoint an experienced Secretary to join its Operations team, based in the Melbourne Office.

## Core Responsibilities:

- » Preparation of property reports and related correspondence
- » Dictation typing from audio files
- » Amendments to various reports and documentation
- » General administrative duties

## Position Requirements:

- » Previous experience in a secretarial position
- » Advanced Microsoft office skills and a confident user of technology
- » Typing speed of 70-80 wpm
- » Previous experience undertaking dictation typing would be beneficial
- » Experience in a professional services environment would be advantageous
- » Excellent verbal and written communication skills
- » Strong attention to detail and accuracy
- » A positive attitude and a willingness to learn and assist the team
- » Strong organisational and time management skills
- » Ability to adapt to workplace change
- » Proven ability to demonstrate initiative

If you would like to work in a challenging, team focused environment, please forward a covering letter, together with Curriculum Vitae to [hr@charterkc.com.au](mailto:hr@charterkc.com.au).

Charter Keck Cramer is an equal opportunity employer.

For further information, please visit our website at [www.charterkc.com.au](http://www.charterkc.com.au).

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