

PNSG Responsibilities and Background – Ninetta Grida

Responsibilities

Main duties as Newsletter Distribution is to email and post monthly Newsletter to members.

This includes keeping the Members Register up to date with contact details in Excel Worksheet.

Purchasing prepaid envelopes from the post office and photocopying newsletter from our local Cockburn council office at no charge, folding and posting newsletter monthly.

Then a copy of the receipt to Faye for Petty Cash processing. Also completing a Petty Cash Excel worksheet each time any expenses are needed.

At Christmas time purchasing chocolates and thank you card for the council staff in appreciating there help with photocopying for us.

Also talking with members over the phone with any queries they may have or just a talk acknowledging their pain and offering my own experience suffering from PN.

Background

Not finishing year 10 I was eager to start working asap earning money to buy a house and travel.

Worked many jobs mostly in administration with customer service.

With RAC Insurance being the longest at 9 years I was Second in charge of the Myaree Branch being Employee of the Quarter then travelled around Australia for 12 months with my then boyfriend which turned into my husband of 27 years then divorcing in 2023.

After returning to work with Urbanstone Paving Company as a Personal Assistant to the General Manager and Accountant decided to purchase my own business.

Firstly a Florist, Godfreys Vacuum Franchise and a Computer IT Company.

Working in the businesses full time plus managing the staff and book work MYOB it was a challenging few years until suffering from a TIA and diabetes diagnoses at the age of 41 which is when I was affected by PN.

Regards Ninetta Grida