

## Position Description

<b>Position Title</b>	Executive Assistant
<b>Location</b>	Remote/Hybrid
<b>Team</b>	Office of the CEO
<b>Competency Level</b>	Individual Contributor L2

<b>Main purpose of position</b>	This position will support the CEO primarily and provide additional support to senior management, as directed, to ensure that organisation goals and objectives are accomplished and that operations run efficiently. Make travel arrangements, handle calendar events, organising reports and documents, answering phone calls, setting up meetings, and many more similar duties. Plan and orchestrate work to ensure that senior management' priorities are met, organisational goals are achieved, and best practices are upheld
<b>Position reports to</b>	Chief Executive Officer (CEO)
<b>Direct reports to this position</b>	Nil

### Key Competencies

#### Executive Assistance for CEO:

- Coordinating travel arrangements for Chief Executive Officer.
- Assist in managing the schedule, calendar and diary for the CEO as well as general administrative support for the CEO as required.
- Screen and effectively manage incoming enquiries to the CEO.

#### General Executive Assistant Duties:

- Provide comprehensive administrative services directly to Management.
- Demonstrate initiative in meeting the Executives expectations and ensure an efficient and coordinated working environment.
- Timely decision making and problem solving in administrative matters ensuring objectives and requirements are met.
- Interpret and evaluate information, set priorities, and monitor workflow.
- Provide advice, briefings and reports within the scope of the role.

- Manage the Executives communication with internal and external stakeholders.
- Assist the Executives with projects and reporting
- Preparation and organisation of all aspects of the Executives meetings including booking of venues, catering, presentation of documentation and general diary management.
- Undertake research, provide sound advice and appropriate reporting as required
- Support for Governance meetings as required
- Report writing on behalf of the CEO
- Management of CEO correspondence
- Coordination of general administrative duties for the organisation including facilities, grants and volunteers.

**Project Management:**

- Assist the Executives with projects and undertake projects as appropriate.
- Manage own tasks to ensure appropriate consultation and achieved targets.
- Ensure project outcomes align with strategic directions.

**Knowledge and Skills:**

- High degree of professionalism, strong ability to maintain a high level of integrity and discretion in handing confidential information ability and to execute work in rapid delivery.
- Exceptional written and verbal communication skills.
- Technical proficiency with collaboration tools, Microsoft office for greater efficiency & outcomes.
- Ability to complete a high volume and variety of administrative tasks with little or no guidance and make decisions regarding priorities and available time with quick turnaround
- Experience managing teams and external vendors/agencies.
- Significant executive support experience, Non-profit and Board experience is highly preferred.

**Key Competencies:**

- Flexible and adaptable
- Ability to interact with all levels of the organisation,
- Ability to exercise initiative and to regularly demonstrate excellent interpersonal and communication skills
- Creativity and Innovation
- Management of workload whilst balancing completing priorities.
- Ability to Work Under Pressure

**Experience:**

- 2 or more years of experience in executive assistant roles or similar.

**Qualifications, Certificates and Training**

- Tertiary qualification in Business, Commerce preferred but not essential.
- Current working with vulnerable people check or equivalent as required by the relevant Australian State or Territory.

<b>Manager Signature</b>		<b>Date</b>	
<b>Employee Signature</b>		<b>Date</b>	