

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Number:	1040
Designation:	Casual Executive Assistant
Project:	Corporate Office
Location:	Darwin
Responsible To:	Chief Executive Officer

2. STATEMENT OF RESPONSIBILITY

The Executive Assistant provides administrative support to the CEO.

3. KEY EFFECTIVENESS AREAS

- Provides high-level executive and administrative support.
- Coordinates requests for information from internal and external stakeholders and provides a professional first point of contact for all CEO enquiries.
- Manages a complex and changing diary, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation.
- Manages CEO travel arrangements.
- Coordinates effective meetings by organising and collating meeting agendas, providing distribution and coordinating follow up actions (including room bookings and equipment set up such as teleconference, zoom and refreshments)
- Prepares correspondence and briefing packs, reports and papers for meetings

4. SELECTION CRITERIA

- Experience supporting a Chief Executive or Executive Manager.
- High degree of professionalism and judgement with the ability to maintain a high level of confidentiality.
- High-level written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Ability to balance conflicting priorities and to work to deadlines.
- Advanced knowledge and experience in MS Office, Outlook
- Supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels
- Experience working in a highly confidential environment.
- Willingness to undergo a police check

Position: Casual Executive Assistant

Period of Work: Monday 2 September 2019 – Friday 27 September 2019

Place of Employment: Darwin, Northern Territory

Pay per hour: \$43.04 Casual Rate including 25% casual loading

Hours of Work: Full-Time: 37.5 hours per week. 8:30am to 5:00pm Monday to Friday.