

POSITION DESCRIPTION

JOB DESCRIPTION	
Job Title:	<i>Executive Assistant to CEO</i>
Job Type:	<i>Full Time (38 hours per week) Mon- Thurs 9am -5 pm, Fri 9 am-3pm</i>
Department/Location:	<i>131-133 Hawthorn Road, Caulfield Junction 3161</i>
Manager/Supervisor:	<i>CEO</i>
Role	
<i>The Executive Assistant provides efficient, professional and confidential executive support to the Chief Executive Officer. The Executive Assistant performs a full range of secretarial and administrative support functions, including prompt, courteous communication with internal and external stakeholders, to ensure the smooth and effective administration of the executive office.</i>	
KEY DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> • Provide executive level support to the CEO • Coordinates requests for information from internal and external stake holders and provides professional first point of contact for inquiries to CEO. • Coordinate effective meetings by organising and collating meeting agendas, providing confidential minute taking and distribution and coordinating follow up actions. This includes room bookings and equipment set up such as teleconferencing, data projection and refreshments. • Maintains systems for recording and storing information in collaboration with the Office Administrator. • Prepares correspondence and brief packs, reports and papers. • Collect and analysing information for projects as directed by the CEO and produce information by drafting, transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data and graphics. • Provides administrative support and coordination for Events and activities, including those organised by the Events Committee, following the events process map including booking venue, audio visual, catering, photographer, social media, advertising, and invitations/promotional materials. 	
OTHER DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> • Support CEO, as directed including: <ul style="list-style-type: none"> ○ Monitor and action Annual Report time line, call for reports and collect information about programs and activities, distribute information to the relevant staff or board member tasked with drafting section; liaise with the graphic designer and printer ○ Prepare notices, letters and papers for AGM (under supervision) ○ Other special projects as required 	

SKILLS & EXPERIENCE	
Required Qualifications:	<i>Tertiary Qualification or equivalent experience</i>
Required Experience:	<ul style="list-style-type: none"> • At least 5 years' administrative experience, including at executive level and working directly with a CEO or equivalent • Demonstrated high level experience in a similar position
Required Skills:	<ul style="list-style-type: none"> • 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 of MS Office 365 • Supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels
Desirable:	<ul style="list-style-type: none"> • Experience in the not-for-profit or community sector • An understanding of WH&S principles in the workplace