

## Position Description

<b>Position:</b> Executive Assistant to the CEO		<b>Service Area:</b> Operations	
<b>Purpose / Objective</b>	The role of the Executive Assistant is to provide comprehensive administrative and project support to the CEO to ensure the smooth operation of the organisation. This role will also provide administrative support to the Board of Directors.		
<b>Reporting To</b>	Chief Executive Officer		
<b>Subordinates</b>	N/A		
<b>Hours per week</b>	38	<b>Days per week</b>	5
<b>Responsibilities</b>			
<b>Support to CEO</b>	<ul style="list-style-type: none"> <li>● Coordinate and maintain diary for CEO including all appointments, meetings, travel itinerary, attendance at conferences and seminars</li> <li>● Manage CEO travel arrangements as required</li> <li>● Monitor telephone calls and manage interruptions to support the effective time management of the CEO</li> <li>● Respond to or re-direct correspondence and enquiries to CEO</li> <li>● Organise the set up of CEO meetings, i.e. room booking, catering</li> </ul>		
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>● Comprehensive admin support and coordination to the CEO to manage workload and activities</li> <li>● Assist with creating presentations, drafting correspondence and updating documentation</li> <li>● Preparation of agenda and reports for Board meetings, sub-committee meetings, and other meetings as required</li> <li>● Provide administrative support to the Board, various sub-committees and CEO including preparation of correspondence, presentation materials and reports as required</li> <li>● Attend Board meetings and taking comprehensive minutes</li> </ul>		
<b>Special Projects</b>	<ul style="list-style-type: none"> <li>● Ad-hoc project based work and related duties to improve operational efficiency</li> </ul>		

<b>Selection Criteria</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Minimum 5 years administration experience</li> <li>● Proven experience in writing letters and producing reports to a high standard</li> <li>● Excellent attention to detail with an exceptional level of professionalism</li> <li>● Excellent interpersonal and communication skills, both written and verbal</li> <li>● Ability to work under pressure and meet strict deadlines</li> <li>● Ability to work in a busy and diverse environment with staff, volunteers and service users</li> <li>● Ability to multi-task and operate independently or work as part of a team, as tasks require</li> <li>● Intermediate level of proficiency using a wide range of IT applications; email, electronic calendars, electronic filing systems, databases, word processing, spreadsheets and presentation software (e.g. Microsoft Word, Excel, and Powerpoint, or the Google Docs equivalents)</li> <li>● An interest and commitment to working with people seeking asylum</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● NSW Driver's License</li> <li>● Tertiary qualifications in business, administration or equivalent</li> <li>● Personal Assistant or Executive Assistant experience</li> <li>● Project Management experience</li> </ul>
<b>Competency Profile</b>
<ul style="list-style-type: none"> <li>● Excellent attention to detail with an exceptional level of professionalism</li> <li>● Excellent verbal and written communication skills</li> <li>● Excellent interpersonal skills and ability to engage with a diverse range of people</li> <li>● Ability to organise and prioritise workload using initiative, innovation and self-motivation</li> <li>● Ability to work with confidential information</li> <li>● Ability to develop and foster relationships with a diverse range of people</li> <li>● Strong administration skills and demonstrated enjoyment of administration work</li> <li>● Ability to plan and problem solve in complex situations</li> <li>● Operate within a fast-paced environment and adhere to organisational processes</li> </ul>
<b>General Conditions</b>



All ASC staff and volunteers are required to:

- Adhere to ASC's vision, purpose and values
- Act at all times and adhere to ASC policies and procedures
- Demonstrate respectful and welcoming behaviour with all people at ASC in culturally appropriate ways
- Comply with ASC Work, Health and Safety systems
- Comply with ASC Incident Management systems and emergency protocols
- Comply with ASC Child Protection measures to determine suitability for working with children and young people. This includes a valid NSW Working with Children Check and a Statement of Prior Convictions.
- Comply with relevant state/territory legislative requirements

### **Special Requirements**

- Flexibility in work hours may be necessary (e.g. occasional evening Board meetings and events)