



## **Executive Assistant**

## **Position Description**

**January 2022**

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<b>Position Title:</b>	<b>Executive Assistant</b>
<b>Responsible to:</b>	CEO
<b>Employment Basis:</b>	Full time, contract position to June 2023
<b>Salary:</b>	\$64 500 (SCHADS 3.1), plus super and salary packaging options
<b>Location:</b>	Level 20, 300 Queen St, Brisbane, Qld 4000

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### **ORGANISATION CONTEXT**

QNADA represents a dynamic and broad-reaching specialist network within the non-government alcohol and other drug (NGO AOD) sector across Queensland.

QNADA members provide drug education and information, early intervention, outreach, detoxification, residential rehabilitation, psychosocial and medical treatment, relapse prevention, justice diversion, and social inclusion services.

### **CONDUCT**

QNADA has performance and ethical expectations of its employees, contractors and visitors. The Executive Assistant is required to comply with the QNADA Code of Conduct.

### **PERFORMANCE PLANNING AND REVIEW**

Performance goals, targets and indicators will be agreed with the CEO on a regular basis and will be based upon the duties included in this job description.

### **KEY RESPONSIBILITY AREAS**

The Executive Assistant will be required to:

- Provide diary management and administrative support to the CEO, Deputy CEO and the Director, Policy and Systems.
- Coordinate the QNADA Board meeting schedule, collation and distribution of Board papers.
- Undertake administrative tasks associated with payroll, creditor payments and the preparation of management accounts for the Board.
- Support the maintenance of the QNADA service finder by contributing to the review of the currency of service details twice yearly.
- Provide support to the Sector Development Officer on logistics for QNADA events, including Winterschool.
- Coordinate new membership applications and the annual membership renewal process.

- Support the development and maintenance of the QNADA quality management system.

### **CONDITIONS OF EMPLOYMENT**

The terms and conditions of employment are set out in the individual contract of employment, the relevant award and agreement, and in QNADA policies and procedures.

### **KEY SELECTION CRITERIA**

Essential:

1. Demonstrated experience in a similar or administrative role.
2. Demonstrated high level written and verbal communication skills.
3. Intermediate to high level of skill in using the Microsoft Office suite of software.
4. Demonstrated ability to establish and maintain effective working relationships and work as part of a team.