

Position Overview

Job title: Executive Assistant

Employment type: Full time permanent (flexible)

Location: North Sydney based or working from home

Remuneration: TBC

About the job: You will work closely with a variety of executive leadership team members and manage the existing Leadership Team Assistants. Through a passion for great executive assistance work, you will ensure the smooth running of the leadership team assistant function and ensure that executive leadership team members are partnered to a great level of service.

Main job duties and responsibilities:

- Provide support and assistance to 2-3 members of the Executive Leadership Team
- Calendar management and internal and external meeting coordination
- After 1-2 months in the role, transition to managing the team of Leadership team assistants (2)
- Coach and guide the team to deliver excellent assistance to executive leadership team members
- Manage the logistics for team workshops & social events
- Be present for executive leadership team meetings (twice weekly), taking minutes, reconciling action points and aiding in reminders/next steps to decisions taken
- Develop and assist with preparation of presentation materials and briefs
- Prep meeting materials, agendas, take meeting notes & track actions
- Assist with booking travel and reconcile monthly expenses
- Ensure timely communications and handling confidential information

Essential skills and experience needed:

- Excellent communication and collaboration skills
- Adaptable and resourceful in a dynamic environment
- Effective time management skills and an ability to organise and prioritise your own schedule
- The ability to guide and coach team members to find solutions, prioritising and exercising discretion to make decisions including onboarding and coaching to other admins who join the team

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- Detail-oriented with strong problem-solving skills
- Approach work with passion, drive and a positive can do attitude
- Exhibit adaptability, resilience, transparency, trustworthiness, passion and innate curiosity
- Tech savvy with general familiarity with administrative software tools and the ability to quickly learn and use new systems (previous use of G-Suite, Mac, Slack, Zoom is a bonus)

Desirable skills and experience:

- Experience managing executive assistants in a busy, unstructured environment
- Proven and substantial experience providing direct administrative support at a growing company
- Strong connection to, or interest in building an understanding of the Australian disability sector and community

How to apply: email your resume and cover letter outlining your suitability for the role to Phat Ngo at pngo@scia.org.au. For a confidential informal conversation about the role feel free to email Phat to arrange a chat.

Deadline for applications: End of April 2022