



Executive Assistant

Position Information

Position:	Executive Assistant
Reporting To:	Director
Hours:	Part Time - 22.8 hours per week
Review Date:	Annually, or as required

Overview & Purpose of Position

The Executive Assistant is primarily engaged to work with the Centre's Director to provide high-quality administrative work & executive support; with the ability to maintain strict confidentiality and discretion a must.

The work of the Executive Assistant also includes but is not limited to:

- Carrying out day to day administrative requirements such as photocopying, filing, emailing, scheduling, screening telephone calls and responding to stakeholder, staff and volunteer enquiries
- Assisting with the maintenance of policies, procedures and manuals
- Assisting with compliance with accreditation, work health and safety and other matters
- Effecting a range of other work functions/activities to assist the Centre's Director as required.

Qualifications

There are no qualifications required for this role.

Qualities

Must be able to demonstrate behavior and conduct that reflects the Centre's values.

Essential Knowledge, Skills, Abilities

Working under the supervision and direction of the Centre's Director, you are required to undertake a range of duties and work functions/activities requiring:

- A commitment to working co-operatively to further the goals of the Centre
- Good written and oral communication and interpersonal skills, enabling you to work co-operatively, collaboratively and effectively with the Centre's management, staff and volunteers as well as the Centre's various stakeholders
- High level computer skills, in Microsoft Office, including Word and Excel
- A thorough knowledge of work activities performed in the workplace
- A sound knowledge of procedural and operational methods of the workplace
- Work under general direction in the application of procedures, methods and guidelines which are well established
- Solve problems of limited difficulty using knowledge, judgment and skills acquired through previous work experience

- Exercise initiative in the application of established work procedures and establish goals/objectives and outcomes for your particular work
- Otherwise undertake duties and functions and exercise knowledge, skills and experience characteristic of an employee at your level as required.

Duties of the Position

1. Work closely with and under the direction of the Centre's Director to provide executive support and assistance; including but not limited to:
 - a. diary maintenance
 - b. preparing meetings
 - c. completion of Request Forms
 - d. making travel arrangements
 - e. update internal databases, mailing and other lists
 - f. screen, direct phone calls and respond to enquiries where required
 - g. prepare and send emails and other correspondence as required
 - h. maintain files and other records to ensure these are up to date
 - i. photocopying, printing, filing, scanning, faxing
 - j. handle confidential and sensitive documents ensuring they remain secure
 - k. internal and external reporting, including but not limited to:
 - i. update of target graphs where required
 - ii. collation of data from SLASS/FPS hourly spreadsheets and other sources as required
 - iii. preparation of standard CLASS reports and collation of CLASS and other data
 - iv. preparation of draft reports to funders and others
 - v. arranging for reports to be signed and sent
 - vi. other assistance with reporting as required.
 - l. obtaining, preparing and collating CLASS and other reports, data or materials as required for reporting or other purposes
 - m. research and collation of statistical and other data for planning, tendering and other purposes
 - n. attending to maintenance of training and other HR records
 - o. ensuring that forms, checklists, and other documents are maintained and kept up to date
 - p. maintenance of the Centre's policies, procedures and supporting documents
 - q. maintenance of the Centre's insurance policies and file records
 - r. attending to Website and FaceBook Posts approved by the Centre's Director
 - s. effecting Association Incorporations Act and other legislative and/or statutory requirements
 - t. maintenance of the Centre's membership register
 - u. organisation of the Centre's AGM
 - v. archiving and destruction of documents
2. Otherwise work cooperatively as a member of a team to achieve the smooth and effective functioning of the Centre and the achievement of organisational and client goals.

Meetings, Training & Development

3. To attend and participate in regular meetings with Centre team members including but not limited to:
 - a. meetings with the Centre's Director
 - b. staff meetings; and
 - c. other meetings as required.
4. To attend and participate in professional development and training as required.

Reporting & Other General Duties

5. To share internal housekeeping chores.
6. To comply with the policies, procedures and guidelines of the Centre, and as they may exist from time to time.
7. To undertake other duties as directed from time to time.

