



Executive Assistant to the Chief Executive Officer

- Opportunity for an experienced Executive Assistant to join the team.
- Great Salary Packaging benefits offered.
- Professional development and training opportunities available.
- Equal Opportunity and Rainbow Tick Accredited employer.

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

The Role

Reporting directly to the Chief Executive Officer, you will be responsible for providing high level administrative and organisational assistance to the CEO. You will also assist the CEO in managing key deliverables for the Board of Directors.

This fast paced and diverse position is a rare opportunity for an experienced EA to establish this role and make their mark in a thriving workplace and showcase an effective EA function.

Key responsibilities for providing executive support to the Chief Executive Officer include:

- Diary management, including workflow and cadence of meetings and engagements.
- Organising/coordinating a range of meetings and relevant materials
- Proactively assessing and managing the needs of the Chief Executive Officer
- Tasking across the organisation as directed by the Chief Executive Officer
- Liaising with internal and external Senior Executives and their offices
- Directing, filtering, recording, monitoring, and prioritising incoming/outgoing email and correspondence
- Preparing reports, correspondence, and submissions
- Organising Chief Executive Officer travel arrangements.
- Act as the primary point of contact for the Chief Executive Officer maintaining productive working relationships with both internal and external stakeholders in a courteous & professional manner.

- Take initiative to improve current processes and practices to ensure efficient functioning of the Office of the CEO.

What you will need to succeed

The successful candidate will have:

- Demonstrated ability to professionally handle sensitive & confidential information, & use appropriate judgment, diplomacy & discretion.
- Excellent interpersonal skills including verbal & written communication skills to build & maintain strong, effective working relationships.
- Experience in taking accurate meeting minutes using analysis & judgement.
- Exceptional IT skills in the Microsoft suite of products, databases, reporting, electronic document management, administering corporate records & digital communications.
- Excellent organisational skills, with the ability to prioritise demands, escalate where required, anticipate needs & forward plan.
- Commitment to continuous improvement, collaboration & a positive approach to change
- A relevant qualification (e.g., Diploma, Degree), OR equivalent relevant work experience in providing high level administrative support at executive level within a medium to large complex organisation.

Experience in the not-for-profit sector and understanding of governance obligations required for a company limited by guarantee would be an advantage but not essential. All applicants must have the right to work in Australia, have a current Working with Children's Check for both VIC & NSW, a National Police Check and a current driver's license.

For enquiries, please contact Deanne Kontrec, Human Resources Manager MSAU-MDVS on (03) 5025 5431 or via email, careers@msau-mdvs.org.au.

To obtain a detailed position description or information on how to apply, please visit our website <https://msau-mdvs.org.au/employment>.

Applications close at 5.00pm Friday, 9 February 2024.