



EXECUTIVE ASSISTANT TO THE CEO

JOB & PERSON SPECIFICATION

SEPTEMBER 2021

Executive Assistant to the CEO

Position Description

Position:	Executive Assistant to CEO
Portfolio:	Corporate Services
Responsible to:	Chief Executive Officer

1. Objectives of the Position

- Provide high level executive, administrative and development support to the Chief Executive Officer, while ensuring the office is managed to the highest levels of efficiency and professionalism.
- Provide high level administrative and governance support to the Chair and Board of Directors.
- Mentoring / coaching of other Executive Assistances in the Executive Office.

2. Key Tasks and Responsibilities;

Provide high level of executive support to the CEO including:

- Coordinate and management of the CEO's diary and assist in the co-ordination of corporate communication.
- Manage confidential and sensitive documentation with appropriate discretion
- Prepare and format reports and documents for internal and external use often within short time frames.
- Prepare presentations for the CEO.
- Coordinate all travel, accommodation and itineraries for the CEO
- Ensure the smooth running of the Executive Office by addressing issues promptly.
- Act as principal contact point for external stakeholders,
- Maintaining a list of Contractual and Service Level Agreements for the whole of Maxima.

Provide high level administrative and governance support to the Maxima Board

- Schedule all meetings of the Board, Executive and other Board committees.
- Work with the CEO to prepare and distribute meeting agendas and papers.
- Attend and proactively minute all meetings and prepare action lists.
- Provide support to the Chair and Board around governance reporting documentation.
- Prepare and distribute orientation and induction pack for new Board members
- Coordinate all travel, accommodation and itineraries for the Directors

3. Work Health and Safety Responsibilities

Officers, including the CEO, will have overall accountability for all WHS matters

All workers are responsible for the WHS implications of their own actions and have a duty to carry out their work in a manner consistent with Maxima's WHS Policy and the requirements.

Workers shall take reasonable care to:

- Protect their own health, safety and welfare at work;
- Avoid adversely affecting the health, safety and welfare of any other person or adversely affecting the environment through any act or omission at work;

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- When performing any duty, use clothing or personal protective equipment provided for WHS purposes relevant to that duty;
- Comply with any reasonable instruction that their employer may give in relation to health, safety, welfare and the environment at work.

4. Required Qualifications/Experience

- Capacity to be proactive and work well under pressure or within tight time frames.
- Exceptional organisational and administrative skills including managing competing tasks and ensuring deadlines are met under pressure.
- Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders including Board members, organisational and individual members, and corporate partners.
- Minimum three years' experience including two years in an Executive Assistant role supporting a busy CEO or senior executive.
- Proficiency in Microsoft Office including Outlook, Excel, Word and PowerPoint.
- Knowledge of Adobe InDesign and Illustrator desirable.
- Bachelor Business Administration or similar

5. Personal Attributes

- High level of tact, diplomacy and confidentiality.
- Ability to operate efficiently under pressure, to deal effectively with competing demands.
- Proven ability to apply sound judgement and discretion.
- Ability to plan and organise work.
- Proven ability to work effectively in a team environment.

6. Acknowledgement

I acknowledge the following:

- I have read and discussed this position description with my manager; and
- I understand the position objectives, key tasks, responsibilities, qualification/experience requirements and performance standards.



HOW TO APPLY

Applications should be addressed to Hannah Way and Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.