



POSITION DESCRIPTION

Position Title: Executive Assistant (Pos. 1038)
Reporting to: CEO
Location: Wurrumiyanga, Bathurst Island
Grade: LGIA Level 7 - 8,
Status: Fixed Term Full Time

POSITION OBJECTIVE

The position provides secretarial and administrative support to the Chief Executive Officer Mayor and Councillors, provision of support to the Governance Manager and the administration of TIRC Electronic Record and Document Management System.

DUTIES AND RESPONSIBILITIES

- Personal assistance to the Chief Executive Officer including Chief Executive Officer's diary/appointments management.
- Word processing and office administration including correspondence and reports.
- Maintain an excellent working relationship with the Chief Executive Officer through confidentiality and support.
- Provide support to the Governance Manager in the production and relevant distribution of paperwork related to Council and Local Authority meetings.
- Provide backup in the taking of minutes at Council and Local Authority meetings (In the absence of the Governance Manager).
- Receive visitors and screen all telephone calls to the Chief Executive Officer tactfully and with diplomacy at all times to maximise the Chief Executive Officers time
- Maintain and prepare records, reports and correspondence in a highly confidential manner.
- Organise accommodation and travel arrangements for the CEO, Mayor and senior managers when they are travelling with the CEO according to the organisations travel policy.
- Personal assistance to Councillors in relation to their civic duties as required by the Chief Executive Officer
- Co-ordinate civic functions and activities including compiling of guest lists, invitations, catering, staffing etc and purchasing of necessary goods. Such responsibilities may from time to time requiring out of normal hours duty.
- Identify, implement and review strategies to improve service quality
- Adherence to Council's policies on ethics, professional standards, legal requirements and resident complaints
- Administer the council's records management functions to ensure it provides efficient and effective recordkeeping and meets agreed standards and requirements.
- Raise Purchase Orders as required to deliver the duties and role of the position.

SELECTION CRITERIA:

Essential

1. Demonstrated qualifications or extensive experience in office administration or equivalent.
2. Proven experience providing administrative assistance to a Chief Executive Officer, General Manager or senior management position.
3. Demonstrated ability to establish and maintain office administration systems, procedures and practices that are effective and efficient
4. Demonstrated experience in the use of an electronic record and document management system
5. Proven experience in the use of MS Office particularly MS Word and MS Excel, MS Outlook.
6. Well developed oral and written communication skills to enable preparation of routine correspondence and reports as required
7. High level ethical standards, personal integrity, and confidentiality.
8. Demonstrated experience to effectively plan, organise and manage own time to achieve targets within a set timetable or to meet deadlines.
9. The ability to be patient and persistent in order to achieve results in a demanding environment.
10. Proven ability to work in a team environment.
11. Current Australian Drivers License

Desirable

- Experience in raising Purchase Orders in an electronic financial management system such as TechOne or SAP or similar
- Experience working with Aboriginal people in remote areas
- Ability to communicate with the public and to possess a high level of customer service skills