

Position Description

Position Title	Executive Assistant
Department / Branch	Executive
Reporting Relationships	Chief Executive Officer
Supervisory responsibilities	Nil
Classification	Salary Package
Effective date	October 2024

Objective of the Role

This role is responsible for providing efficient, professional, and confidential executive support to the Chief Executive Officer, extending to Executive Managers, Company Secretary, and the Board as required. This includes managing the office of the CEO, including support for their external board roles, staying informed and ahead of industry trends and maintaining an awareness of emerging issues requiring the CEO's attention. Additionally, the role requires proficiency to assist in optimising the CEO's operational effectiveness in a digital environment.

General Responsibilities of Role

The responsibilities of this role include but are not limited to:

- Manage and maintain the CEO's calendar, including scheduling appointments, meetings, and travel arrangements.
- Review, prioritise, and respond to emails and phone calls on behalf of the CEO, with an appropriate level of discretion and understanding of the needs and requirements of CEO and the organisation.
- Organise and prepare documents for meetings, including agendas, presentations, and reports, including detailed meeting notes and follow up on action items as required.
- Leverage AI and technology to automate routine tasks, improve efficiency, and enhance productivity
- Conduct research and compile data to assist with decision-making staying informed and ahead of industry trends and maintaining an awareness of emerging issues requiring the CEO's attention.
- Handle confidential information with discretion and professionalism.

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- Coordinate and manage special projects as assigned.
- Liaise with internal and external stakeholders to ensure smooth communication and collaboration.
- Maintain awareness of emerging issues requiring the CEO's attention or decision and utilise judgement to action appropriately.
- Provide background and information and pre meeting documentation as required
- Respond to invitations and other correspondence on behalf of the CEO
- Reconcile of corporate Visa expenses for CEO, Executive Assistant, Directors and Executive Managers as required
- Processing and approval of invoices as required
- Organise and co-ordinate functions as requested by Chief Executive Officer
- Prepare briefings and reports for Board meetings and other high-level discussions
- Work collaboratively and contribute to building a supportive and high-performance environment.

Other Job Related Information

This role requires a high level of autonomy, allowing the Executive Assistant to make independent decisions and take initiative in various tasks and projects in line with direction and guidance provided by the CEO.

May occasionally be required to work outside regular business hours to support events or critical deadlines

Key Selection Criteria

Essential:

- Ability to exercise tact, diplomacy, initiative and confidentiality
- Proven experience as an Executive Assistant or in a similar role.
- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Planner) and AI tools.
- Ability to work independently and as part of a team.
- High level of discretion and confidentiality.
- Strong problem-solving skills and attention to detail.
- Sound report and business writing skills including experience drafting correspondence related to Board and Executive matters
- Ability to work autonomously, take initiative and plan and prioritise work appropriately
- Ability to adapt to a fast-paced and dynamic work environment.
- Customer service focussed and ability to build effective workplace relationships

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- Ability to adapt to change and initiate improvements as appropriate
- Resourceful and practical
- Calm under pressure.

Desirable:

- Knowledge of Board portal software
- Experience gained in the Financial services industry