

## Job Description

<b>Job Title</b>	Executive Assistant
<b>Reporting to</b>	Chief Executive Officer
<b>Classification Level</b>	RA 3
<b>Date</b>	August 2017

### Role

Provide proactive, professional executive support to the Chief Executive Officer and Deputy Chief Executive Officer

### Duties

1. Provide executive support as the first point of contact for the CEO and Deputy CEO.
2. Provide high level secretarial support to the CEO including the management of the CEO's diary, coordinating appointments, travel and producing agendas.
3. Provide proactive information to the CEO on policies, procedures and confidential enquiries in a timely and efficient manner
4. Liaise effectively and productively with other areas of Reconciliation Australia, providing administrative support to senior RA managers when required.
5. Coordinate effective communication with external stakeholders including Ministers, staffers, officials and other senior stakeholders.
6. Plan, arrange and facilitate Board meetings and other events, including organising travel, development of agendas, the distribution of minutes and relevant documents and liaising with participants.
7. Secretarial responsibility for taking minutes at Board and other management meetings.
8. Provide project support by creating executive briefs, contribute to reports and conduct background research on discussion papers as required.
9. Work closely with other units within Reconciliation Australia to support consistent and effective communication with all audiences.

### Selection Criteria

#### Essential

1. Demonstrated experience in an administration or executive assistant role.
2. High level written correspondence and communication skills for liaising with internal and external stakeholders and drafting documentation.
3. Ability to manage competing priorities and meet deadlines with a high level of accuracy using proven organisational skills.
4. Strong customer service skills when developing networks in a culturally diverse environment.
5. Ability to work in a team environment.
6. Sound working knowledge of the Microsoft suite.

#### Desirable

1. Experience in office administration.

2. An understanding and awareness of Aboriginal and Torres Strait Islander peoples, their culture and issues affecting them.