

Executive Assistant

Hays | Office Support • Melbourne CBD VIC



Base pay

\$90,000 - \$90,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

10 May 2022



Expired On

08 Jul 2022



Category

Admin & Office Support



Occupation

PA & EA



Base pay

\$90,000 - \$90,000



Contract type

Permanent



Work type

Full time

Full job description

Your new company

Join a universally recognised Not for Profit organisation, specialising in carbon capture, utilisation and storage research. This forward-thinking organisation are seeking an established Executive Assistant to support the CEO and assist with Office Management tasks.

Your new role

Your role as the EA will be extremely diverse and constantly evolving. Daily you will be responsible for inbox management, domestic travel arrangements, extensive diary management, minute taking, preparing meeting agendas, organisation of conferences and memberships, assisting with Office Manager responsibilities and additional administrative tasks as required. You will be required to problem solve and think on your feet. In addition, you will need to be a natural born organiser with impeccable time management skills and ability to manage a team.

What you'll need to succeed

To succeed in this role, you must have previous experience working as an Executive assistant. Experience working within an association, or Not for Profit organisation would be advantageous. You will require strong written and verbal skills, team leadership abilities and a passion for providing executive support. You will need to be adaptable within your role, as you will need to be able to travel interstate to assist with the origination training and conferences when needed.

What you'll get in return

Working in this company will see you enjoying working for a socially and environmental conscious organisation, being professionally challenged and

enjoying a diverse role. You will work in a state-of-the-art office based in West Melbourne within a dynamic, supportive team that provides training and professional development. This company rewards their employees and provides opportunity to progression within the business.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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