

## Executive Assistant

Hays • Melbourne CBD VIC



Base pay  
\$50 - \$55 / hr



Work type  
Full time



Contract type  
Permanent

### Job details



Date posted  
**20 May 2022**



Expired On  
**08 Aug 2022**



Category  
**Admin & Office Support**



Occupation  
**PA & EA**



Base pay  
**\$50 - \$55 /hr**



Contract type  
**Permanent**



Work type  
**Full time**



Job mode  
**Standard business hours**

Work Authorisation



**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

### Perks

TRAINING

### Skills

MICROSOFT WORD

ADMINISTRATIVE SUPPORT

ANSWERING

EXECUTIVE SUPPORT

OFFICE SUPPORT

RECORDS MANAGEMENT

WRITTEN AND VERBAL

### Full job description

#### Your new company

Your new organisation is one of Victoria's public sector departments. They are seeking a temporary Executive Assistant to support their range of operational functions. The Executive Assistant will assist with providing high-level executive support to the Executive Director, including high quality executive and administrative support, management of services for office support, and application of administrative policies, procedures and protocols.

#### Your new role

In your new role, you will be:

- Using appropriate purchasing processes that reflect the complexity of the procurement

in accordance with departmental policy

- Entering purchase requisitions into Ariba and processing invoices
- Directing and monitoring correspondence as required
- Manage reception and provide phone support, answering queries as appropriate
- Monitor staff security access systems and procedures
- Organise couriers
- Prepare timely replies to correspondences
- Arrange office meetings such as booking and preparing venues, agendas, catering,

minutes etc.

- Coordinate travel arrangements for meeting and event attendees
- Prepare material and documents for meetings and events
- Assist in the development and review of manuals and procedures
- Explain rules, procedures and operational policies
- Modify, implement and effectively maintain administrative, filing and information

management systems

- Review and monitor efficiency and effectiveness of administration work practices and

Procedures

- Compile and maintain updated information systems and written records e.g. Registers and databases
- Gather and record data and keep accurate records as required
- Update the department's corporate information systems e.g. records management system, fleet system

### **What you'll need to succeed**

- Procurement Knowledge - Demonstrated experience working within procurement

policies and procedures that align to principles of accountability, scalability, probity and value for money

- Assists others with problem-solving on word processing and related applications
- Uses a wide range of software application features for word processing, spreadsheets,

etc.

- Develops and implements systems and procedures to guide work and track progress
- Identifies more and less critical activities and operates accordingly, reviewing and
- adjusting as required

- Identifies processes, tasks and resources required to achieve a goal
- Recognises barriers and finds effective ways to deal with them
- Outstanding interpersonal skills.
- Strong written and verbal communication skills.
- Ability to seek information and liaise with team members when problem-solving.

**What you'll get in return**

You will receive on the job training from a friendly and knowledgeable team. Alongside an attractive salary and convenient location in Melbourne's CBD.

**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 Joel Massey now at (03) 9604 9664. If this job isn't quite right for you but you are looking for a new position, please contact Joel Massey through [joel.massey@hays.com.au](mailto:joel.massey@hays.com.au) for a confidential discussion on your career.

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