



<b>Title:</b>	Executive Assistant to the CEO
<b>Enterprise Agreement:</b>	Community Sector Multiple Enterprise Agreement 2009 Clerk Level 3 (over award)
<b>Usual work location:</b>	Anglicare Head Office, 221 London Circuit Civic ACT
<b>Cost Centre:</b>	961
<b>Usual hours of work:</b>	Part Time – (3 days per week or 45hrs per fortnight – flexible hours negotiable)
<b>Position Objective:</b>	To provide confidential administrative support to the CEO
<b>Position Responsibilities:</b>	<p>Reporting to the CEO and with limited ongoing supervision, deliver high level administrative support to the CEO and Executive Team as required.</p> <p>Ensure effective utilization of the CEO’s time by maintaining diaries, arranging appointments, travel arrangements and responding to invitations; screening and where appropriate handling or redirecting incoming telephone calls and visitors; dealing with mail, correspondence and files</p>

As directed, administer all aspects relating to the arrangement of meetings and functions conducted or hosted by the Chief Executive.

Provide office management responsibilities for Level 5, 211 London Circuit.

**Key behaviours:**

Communication

*Communicates clearly and accurately – listens to and understands the views of others.*

Flexibility

*Recognises and responds to unanticipated events and requirements or sudden changes of priority.*

Interpersonal

*Establishes cooperative and productive relationships by understanding and responding to the needs of others.*

Presenting

*Expresses oneself in a clear, concise manner to impart information or leave an impression.*

**Key skills and knowledge areas (criteria):**

Organisational skills, including an ability to work under pressure, set priorities and meet deadlines

Possess drive, initiative and enthusiasm

Well developed oral and written skills and an ability to communicate effectively with people at all levels

Possess tact and discretion

Experience in the use of Microsoft office products, including Word; Excel; and Outlook, and the Internet

Good knowledge of administrative processes and procedures

Interpersonal and communication skills

**Key experience:**

Experience in the provision of administrative support at Senior Manager/Executive level

Demonstrated experience in a similar role

Experience working for a faith-based not-for-profit would be an advantage

**Qualifications:**

Relevant certificate II or higher qualification

**Reports to:**

Chief Executive Officer

**Direct reports:**

N/A