

POSITION DESCRIPTION

Title: Executive Assistant

Classification: HEW 6

Salary Package range (including super) from \$90,000 to \$98,700

Reports to: Director and CEO

Direct reports: None

Issue date: June 2018

JOB PURPOSE

Provide Executive administrative support to the CEO to contribute to the smooth and efficient operation of the National Art School.

KEY RESPONSIBILITIES

- Diary management for the CEO, including the coordination of internal and external meetings;
- Monitor and prioritise incoming emails, draft outgoing emails using discretion in relation to confidential information;
- Respond to all incoming calls, emails and queries in a professional manner;
- Liaise with contacts and stakeholders, building and maintaining important relationships;
- Maintain and organise VIP databases, and liaise with high level stakeholders
- Provide administrative support for meetings, producing and formatting documents or reports as required by the CEO;
- Coordinate Board Meetings including room preparation and collating board papers and attending and taking minutes;
- Coordinate staff functions, liaising with the Venue Coordinator where appropriate;
- Show initiative in providing support to the CEO on an as needed basis
- Manage and book all travel and accommodation arrangements;
- Perform other relevant administrative and support duties as required, including project coordination and management from time to time.

- tasks within deadlines, as well as being able to coordinate between stakeholders.
- Excellent writing skills, with a proven ability to write and proof-read correspondence, communications and reports.
- Proactive, ability to use initiative and sound judgement.
- Experience of handling confidential or sensitive issues with discretion.
- Strong computer skills, with proven experience using spreadsheets, word processing and preparation of presentations.
- Other ad hoc duties as required.
- Knowledge and understanding of EEO, Ethical Practice and WH&S.

QUALIFICATIONS / EXPERIENCE

- Relevant administrative qualifications and/or experience working within an administrative support position.
- Excellent communication and interpersonal skills with the ability to liaise with senior management and other stakeholders.
- High level organisational and time management skills. Ability to complete