



EXECUTIVE ASSISTANT

DUTY STATEMENT

Job Title:	Executive Assistant to the Assistant Secretary/National Manager
APS Equivalent Level:	APS Level 4
Branch:	Open Arms – Veterans & Families Counselling
Section:	Executive Coordination
Location:	Various
Immediate Supervisor:	Assistant Secretary/National Manager

DUTIES

It is important to note that the functions below provide a general context for an Executive Assistant role, but may not be a comprehensive list of responsibilities.

In accordance with the principles of workplace diversity, work health and safety, participative work practices, Australian Public Service values and Australian Public Service Employment Principles:

- Providing administrative and executive support to the National Manager including managing document workflow, coordinating information, arranging internal and external meetings, diary, telephone calls and email
- Anticipating requirements for, and initiating the timely preparation of briefing material prior to meetings attended by the National Manager
- Organising travel for National Manager and other staff as required
- Coordinating and managing branch requests for information, such as parliamentary and ministerial requests
- Managing all documents for the attention of the National Manager, including tracking and clearance procedures in an effective and timely manner
- Collaborating with divisional colleagues to develop and administer work improvements to procedures and practices to enhance workflow
- Providing administrative advice, support and services to the National Operations Branch and assisting in all other areas where needed
- Managing internal databases
- Collating input for all staff fortnightly updated and monthly secretary report
- Writing agenda for weekly directors meeting, attending and distributing minutes
- Maintaining appropriate records in records management system (TRIM)
- Performing other duties as required

MANDATORY SKILLS AND EXPERIENCE

- Demonstrated experience in an Executive Assistant or similar role and experience using record management systems is required.
- Extensive experience in the use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint, advanced word processing skills.

JOB CAPABILITIES

To be successful in this role you will:

- Require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of divisional objectives.
- Exercise sound judgement, a high degree of initiative and discretion in dealing with confidential and sensitive business matters.
- establish strong working relationships and deliver a high standard of customer service
- Work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.
- Demonstrate capability in line with the APS Integrated Leadership System (ILS) and Work Level Standards at the APS 4 level

HOW TO APPLY

Open Arms labour hire vacancies are advertised on job advertising websites and through recruitment agencies.

We recruit through several agencies within the location of the advertised role, so you may see our jobs listed on a number of different websites. This allows you to choose the agency you want to register with.

To apply for this role, please choose a recruitment agency advertising this position, and follow their application process.