Team Assistant

ASX Position Description

ASX "All Roles Flexible"

ASX offers mutually beneficial flexible working arrangements.

We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot	
Role:	Team Assistant, Technology
Reports to:	Executive Assistant, COO & CIO
People Management:	N/A
Budget:	N/A
Team:	6 GMs / ~200 overall staff
Date:	August 2017
Location:	Sydney, NSW
Flexible Role:	Yes

What's On Offer

The primary responsibility of this role is to provide high level administration support to the Technology General Managers, and to support the EA, COO & CIO.

What you'll do:

- Provide executive support to the Technology General Managers as required. This would include but is not limited to:
  - Preparing documents, presentations, minute / action taking, filing (both physical and electronic)
  - Budget and expense processing and reporting
  - Assisting with meeting preparation: logistics, catering, coordinating large and adhoc meetings
  - Establishing and maintaining general systems and processes to ensure efficient workflow
  - Backup assistance for EA, COO & CIO
- Provide day to day administration of Technology projects and business as usual requirements. This would include:
  - Managing action lists to ensure that relevant business activities meet deadlines
  - Travel arrangements for Technology staff
  - Printing, filing, photocopying, mail merges, maintaining Excel spreadsheets, collating information packs and other administration as required
  - Office equipment and stationery management
  - Purchasing assistance – raise purchase orders, assist with payment of vendor invoices, business cards, office supplies, stationary

- Coordinate desk top IT set-up and support
- Coordinate staff / team desk moves and maintenance of floor plans

- Assist with department functions / events
- Assist with coordination of Technology forums / updates
- Assistance with floor maintenance – liaising with Facilities as point of contact for changes, updates and repairs required to the floor
- Document production including:
  - Conducting research and compiling background material where relevant
- Drafting, editing and coordinating documents

What you've done:

- Extensive administrative experience at an executive level
- Demonstrated ability to manage deadlines
- Ability to manage multiple tasks and to prioritise accordingly

And if you've got some of this, even better:

- Advanced MS Word, MS Excel and Powerpoint
- Project coordination /administration skills
- Design and production of presentations and documents

What you need to enjoy and be good at for this role:

- Excellent verbal and written communication skills
- Strong interpersonal skills
- Strong organisational and planning skills
- Service Oriented – "can do" attitude
- Initiative and self-motivated
- Attention to detail
- Team Player

Hear what your future colleagues think about working at ASX
http://www.asx.com.au/about/benefits.htm