

Executive 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		What’s On Offer
Role:	Executive Assistant	The primary responsibility of this role is to provide a high standard of administration support to the both the Deputy CEO and the Chief Strategy Officer.
Reports to:	Deputy CEO	
People Management:	n/a	
Budget:	n/a	
Team:	Business Development	
Date:	October 2018	
Location:	Sydney, NSW	
Flexible Role:	Yes	

What you’ll do:

- Provide executive support to the Deputy CEO and the Chief Strategy Officer. This would include but is not limited to:
- Extensive Diary management
- Manage Executive Committee meetings including extensive agenda management and logistics
- Preparing presentations and Board papers, filing (both physical and electronic)
- Preparing Agenda’s for various team and one-on-one meetings including following up on action items
- Ensure Executive is fully briefed/prepared for the day ahead
- Email management
- Organising internal/external meetings and events
- Organise dinners/events at high end venues
- End-to-end domestic/international travel arrangements (visas, health check, flights, hotels, transfers)
- Budget and expense processing and reporting
- Arrange Executive Offsites
- Establishing and maintaining general systems and processes to ensure efficient workflow Conducting research and compiling background material where relevant

- Provide day-to-day administration support to the Chief Strategy Officer's team. This would include but is not limited to:
- Ad-hoc support to Head of Internal Communications and GM of Media, including preparation of content for digital screens content management system and proof reading
- Carry out specific projects and research
- Coordinate desktop IT set-up and support/troubleshooting
- On-boarding of new employees
- Organising domestic and international travel
- Document production including:
- Drafting, editing and coordinating documents and PowerPoint presentations
- Printing, filing, photocopying, mail merges, maintaining Excel spreadsheets, collating information packs and other administration as required

What you've done:

- Had extensive experience in a similar role
- Advanced experience in both Word and PowerPoint, and basic skills in Excel
- Experience in managing complex electronic diaries
- Managed successful Executive Offsites
- Experience using Content Management Systems

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

- Professional presentation
- Excellent time management
- A high standard of attention to detail
- A high standard of communication/interpersonal skills
- Reliable
- Motivated

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

- Dealing with the unexpected in a professional yet effective manner
- Analysis/problem solving/innovation
- Planning yourself and others to the finest detail
- Managing more than one senior executive
- Establishing rapport with executives, staff, clients
- Anticipating, identifying and addressing travel/admin/diary issues