

Executive Assistant Economic Development

Position Description



Reporting GM Economic Development	Location Kalimna	Hours FTE 1.0	Contract Fixed Term 2 years	Reports No	Job Level Manager
---	----------------------------	-------------------------	--	----------------------	-----------------------------

Role Purpose

The Executive Assistant Economic Development will provide high level administrative support to the General Manager Economic Development to ensure smooth running of the Economic Development team.

You will provide strong administrative support in the delivery of projects and will deliver efficient running of administrative functions across such areas as project reporting and program planning and will act as the principal contact point for key external stakeholders. The role will be responsible for confidential and time sensitive material and will ensure all duties are completed accurately and delivered with high quality and in a timely manner.

The role will continue to build the strong relationships held with external stakeholders, have a demonstrated understanding of administrative processes.

The Role



Administrative support for the GM Economic Development including; diary management, all travel and accommodation requirements.



Ensure all tasks are performed with discretion, sound judgement and confidentiality. Provide a high level of support to other GLaWAC staff as part of an effective, efficient team.



Produce and compile reports. Develop and format presentations, speaking notes etc. Co-ordinate all travel and accommodation arrangements as required.



Coordinates procurement processes for the Economic Development teams. Assist with the collection of data. Create and maintain administrative files and meeting records.



Prepare and distribute internal and external correspondence on behalf of the GM Economic Development. Support all internal & external meetings and events: organise IT, paperwork, minutes, catering & actions.



Identify and undertake opportunities for continuous improvement
Drive tender and grant application processes for GLaWAC related to Economic Development Management

Other Requirements

- Current Victorian Manual Driver's Licence
- All Current Vaccinations
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Pre-employment Fitness Testing
- Working With Children Check and/or Police Check

Executive Assistant Economic Development

Position Description



Essential Skills/Experience

- Effective organisational, project management and problem-solving skills
- Can maintain a realistic balance with multiple, sometimes competing priorities
- Exceptional interpersonal skills
- Excellent written and verbal communication skills
- Strong attention to detail
- Friendly and professional manner
- The ability to exercise sound judgment and professional discretion
- Intermediate to advanced Microsoft Office skills

Desirable Skills/Experience

- Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture Ability to build working relationships and liaise and consult with internal and external stakeholders

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example