

## **Job Vacancy**

Role: Executive Assistant, Director of Treasury & Business Operations

Location: Hawthorn

Fulltime

An exciting opportunity exists for an experienced EA to join the Treasury & Business Operations Team. The role is a busy and complex role and has high levels of stakeholder interaction.

### **The Role**

The Executive Assistant reports to the Director of Treasury & Business Operations and works closely with the Province Treasurer, Province Socius, Manager Health and Wellbeing, Finance Manager and Province Procurement / Contract and Property Manager. You are primarily responsible for providing executive and administrative support to the Director and other associated tasks and promote efficient delivery of services and effective management of the Finance Department. The incumbent must maintain a high standard of professionalism, efficiency, personal communication, discretion and independent judgement. In working with internal and external stakeholders, including board members, she/he deals with a wide range of highly sensitive issues under tight deadlines/pressures.

### **Primary Responsibilities**

- Executive Assistant Responsibilities
- Business Operations (Governance) Responsibilities
- Treasury Responsibilities
- Property Management
- Financial Reporting
- Asset Management, et al.

### **Ideal Candidate**

Ideally the successful candidate will possess and have demonstrable knowledge the following:

- Prior experience as an Executive Assistant in similar roles
- Prior experience in working with complex hybrid organisational structures
- Prior experience in working for religious based organisations
- Strong organisational skills including the ability to manage calendars and effectively maintain records and files.
- Experience in organising meetings, assisting with travel and hotel accommodations, and providing general office operations support.
- Very strong interpersonal skills and the ability to build and maintain professional, friendly, and cordial relationships with stakeholders, including staff, board members, external partners and donors

For a copy of the full position description please email, [recruitment@sjasl.org.au](mailto:recruitment@sjasl.org.au). If you are interested in applying for this role, please e-mail a cover letter and your resume to [recruitment@sjasl.org.au](mailto:recruitment@sjasl.org.au).

Applications close 4 March 2019.