

Job Description - Executive Assistant (part time)

This part-time Executive Assistant role is a rewarding and challenging role where you will be responsible for providing high quality, professional executive support to the Board of Vic ICT for Women and executive/leadership team. In this crucial role you will be performing a wide range of tasks including responding to all enquiries and requests, producing accurate correspondence for internal and external purposes, meeting management, and maintaining stakeholder relationships – 20-25 hours per week.

A highlight of this role is that it is largely working from home however it will be a requirement to attend Board Meetings and if possible, some events. Currently this requirement is covered using Zoom/Teams.

Personal attributes:

- A problem solver
- Very personable
- Ability to take the initiative
- Have grit
- Confidence
- Trusting & supportive
- Intellectual curiosity
- High EQ
- Adaptability

Responsibilities

- Managing the telephone, emails and workflow for the Board
- Arranging meetings (including logistics such as bookings, set up etc. and preparing agendas and papers required for meetings) and attending as necessary.
- Managing tasks and priorities for the Board including providing a weekly priority task updates to Chair and reminders to Board Members on upcoming tasks
- Coordinating and reviewing communication and incoming and outgoing correspondence
- Taking action on documents submitted to the Board to ensure relevance, completeness and accuracy.
- Preparation of routine correspondence, reports, briefs and board and committee papers and providing secretariat to Board, Committees and other meetings.
- Provide administrative support to the broader Board Team leads as required
- Facilitating and assisting with organisation comms functions such, media releases and newsletters.
- Administrative duties necessary to maintain the functions of the office and the wellbeing of the Board.

Anything else you should know?

This is a part time role 20-25 hours, it may be required to work outside standard hours on an as needed basis.

Enquire today! Contact Chris Skipper-Conway at chris.skipperconway@vicictforwomen.com.au