

Board Secretary/ EA

- **Part-time or full-time opportunity - \$60p/h + super negotiable on experience.**
 - **Parental leave coverage until April 2024 with possible WFH flexibility.**
- **Career-enhancing role in a Public Sector entity – supportive and collaborative culture!**

Are you an experienced and proactive administrative professional with a keen eye for detail and a passion for supporting high-level executives?

OVERVIEW

North Central CMA is the leading natural resource management agency in north central Victoria. Based in the Bendigo region, they seek an experienced Board Secretary/ Executive Assistant to provide high-level administrative support to the CEO, Board, and Executive team.

RESPONSIBILITIES

- Act as the Secretariat to the Chair, Board, and subcommittees, offering administrative assistance for meetings, workshops, seminars, and related events.
- Provide comprehensive administrative support to the CEO, including managing the diary, drafting, and formatting correspondence, handling mail, prioritising emails, and managing task lists.
- Support the Chair with diary management, travel arrangements, and accommodation coordination.
- Manage budgets and purchasing for the Executive Office, adhering to documented delegations.
- Coordinate internal functions, including Board events.
- Assist in developing and submitting compliance documents, including the Corporate Plan and Annual Report.

REQUIREMENTS

- Several years of experience in an Executive Assistant, Office Coordinator, or similar role with demonstrated ability to handle a wide range of administrative tasks.
- A good understanding of governance, risk, and integrity obligations and frameworks applicable to Executive Directors and Board Members.
- Strong problem-solving skills and the ability to collaborate with others to achieve broader goals.
- Proactive approach, showing initiative and the ability to prioritise duties with minimal supervision, achieving objectives within deadlines and budgets.
- Excellent verbal and written communication skills.

To learn more about this exciting opportunity or receive a copy of the PD, please contact the dedicated team at ESE Consulting at 03 5442 6676 or email us at apply@eseconsulting.com.au.

Concerned you don't meet every requirement? If you are excited about this role, but your experience does not align perfectly with the job description, we encourage you to apply anyway. You might still be the right candidate for this or other similar positions we are currently recruiting.