

## Executive Assistant

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Company: Randstad

Location: Australia

Category: other-general

As the Executive Assistant, you will provide highly efficient administrative support, including the provision of tasks of a confidential nature and manage multiple priorities at a time while maintaining a high level of communication with the relevant stakeholders.

Responsibilities:

As an Executive Assistant, you will provide high level support to our executives, enabling them to focus on their critical responsibilities and strategic initiatives. Your main responsibilities will include:

Efficiently manage and prioritize the executives' calendars, scheduling meetings, conferences, and appointments to optimize their time and productivity.

Prepare and edit documents, presentations, and reports, maintaining a high level of accuracy and attention to detail.

Assist in the planning and execution of company events, board meetings, and conferences.

Provide administrative support for various projects, including maintaining project documentation, tracking progress, and coordinating meetings.

Assist in research and data collection for projects as needed and collaborate with team members to ensure project objectives are achieved.

Manage confidential information with utmost discretion and professionalism.

Collaborate with other administrative staff and teams to ensure seamless communication and coordination across departments.

Conduct research and compile data to support decision-making processes and strategic initiatives.

Undertake special projects and assignments as directed by the executive team.

Update and maintain relevant Service Delivery stream's SharePoint pages within Connect

(intranet) and upload documents to SharePoint as required.

Requirements: To succeed in this role, you should have:

Proven experience as an Executive Assistant or similar role, supporting C-level executives or senior management.

Excellent communication skills, both written and verbal, with a keen eye for detail.

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software such as Trello and Sharepoint.

Discretion and professionalism in handling sensitive and confidential information.

Strong problem-solving abilities and a proactive approach to resolving issues.

A proactive approach with a flexible and adaptable nature, able to thrive in a fast-paced and ever-changing environment.

Bachelor's degree in business administration or a related field (preferred but not mandatory).

Experience in education, health, aged care or NFP industries or similar will be beneficial but not mandatory.

Blue card or willing to obtain one.

How to Apply:

If you are excited about the prospect of being an indispensable asset to our client's

executive team, please submit your resume through the APPLY button or email milena.ponce@randstad.com.au

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.

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### Cross References and Citations:

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