

EXECUTIVE ASSISTANT TO CEO

- **ASX Listed Company**
- **\$50-60,000 package**
- **Toorak Road**

An exceptional opportunity has arisen for an excellent EA/PA to join this dynamic, innovative and ground breaking ASX listed Group. Based on Toorak Road and working with the CEO you will be constantly challenged in a professional, stimulating and rewarding environment.

You will be required to provide administrative support to the CEO and occasionally other members of the Executive Management team.

As to be expected in a position of this nature the responsibilities and tasks will be varied and challenging to include;

- General co-ordination of a small close knit Executive Team
- CEO travel arrangements
- Assisting CEO with preparation of monthly Board papers
- Assist with Annual Report inclusions
- Create PowerPoint presentations with CEO for Analyst Presentations
- Arrange scheduling for Analysts Presentations
- External activities coordination
- Minute taking at Board and executive manager meetings
- Assist with marketing and promotion and event coordination
- Liaise with service users, organisations and staff
- Maintain and improve administrative processes and procedures.

You will be expected to keep the CEO abreast of work in progress and be able to establish yourself as a central person both in the office and to external parties.

If you are looking for an opportunity where you can work for a truly professional and dynamic company close to home this may be the role for you.

To be successful in securing this role, you will need to be tenacious, possess advanced Outlook and MS Office skills, a great sense of humour and of course be able to demonstrate your initiative and past experience in a similar role.

If you are looking for a role that will allow you to truly be involved in every facet of the company's business, then this is the role for you. It will provide a challenge, keep you extremely busy and test your organisational and prioritisation skills to the max!

Please contact Jon Vonk on 0439 101 909 (Evenings and Weekends 03 9534 3830). Alternatively forward your details to jon@vonk.com.au