



South Coastal Health and Community Services – Executive Assistant

Are you an experienced Executive Assistant with a proactive and a professional “Can Do” attitude?
If so, then we want to hear from you!

ABOUT US

Based in Rockingham, South Coastal Health and Community Services is a community service organisation that supports the physical and mental health needs of women and families in the unique, diverse communities of the south coast corridor in the Perth metropolitan area. For more details please see our website www.southcoastal.org.au

ROLE – Part-Time 22.5 hours per week

This role is for a proactive and highly organised Executive Assistant with strong administration and stakeholder engagement skills who understands the importance of maintaining the highest level of confidentiality and discretion.

The position is instrumental in developing and maintaining effective relationships to assist in the provision of support to our CEO, Leadership Team and Board. This role is suited to an Executive Assistant who is hands on, professional, and can think one step ahead.

You will be able to demonstrate knowledge with presentation, report and documentation preparation, minute taking, show a high degree of organisational skills, strong communication and stakeholder engagement abilities, advanced computer skills on MS Office, excellent written and verbal communication skills and superior attention to detail with a resilient and determined work ethic. Minimum of two year’s experience in a similar role is desirable.

Key Responsibilities include:

- Prepare agendas, minutes and briefing papers on several internal and external meetings
- Maintain and coordinate the CEO's diary
- Provide high level administrative support to CEO, Leadership Team and Board
- Proactively manage correspondence
- Provide excellent internal and external customer service.
- Commitment to our values:
 - Proactive
 - Respect
 - Integrity
 - Diversity
 - Equity

Evidence requirements for appointment to role:

- Current National Police Check
- Current Australian Driver’s License
- Current Covid-19 Vaccination Certificate

Email your CV along with a short cover letter outlining your key skills and experience to HR@southcoastal.org.au Attn: Leanne Stewart - Corporate Services Manager. **Job applications close 4pm 15/12/2021**